



## Basic Conveyor Maintenance Checklist

Facilities every industry in the world have equipment that helps to run their daily operations. No matter how well manufactured the equipment, routine check ups and maintenance is mandatory—whether it's conveyor or an air conditioner. Even the most durable, long-lasting conveyors, conveying equipment and accessories need maintenance.



Your conveyors will have extended life and run more reliably if you implement simple procedures designed to ensure that the equipment continues to perform for many years. Also, as all industries are closely monitoring energy consumption, lost work time and the overall sustainability of their operations, few things can cost your operation time, energy and money than a poorly maintained piece of equipment.

Here are a few routine maintenance checkpoints that we recommend you use within your own facility. However, please follow all local, state, Federal and OEM safety guidelines when performing any safety or maintenance evaluations or work.

Each item reflects a part of the conveyor, what should be done, and how often. If your maintenance department isn't already on a schedule like this one, it should be. There are also contractors who will independently do this maintenance.

Also, most conveyor manufacturers include specific maintenance steps in their manuals. If your conveyor doesn't have one, many manufacturers post them on their website for easy access. Your maintenance department should have all the manuals for all conveyors you have in your facility.

***See recommended maintenance steps on next page***

<b>Component</b>	<b>Suggested Action</b>	<b>Frequency</b>
<b>Motor</b>	Check Noise	Monthly
	Check Temperature	Weekly
	Check Mounting Bolts	Monthly
<b>Reducer</b>	Check Noise	Monthly
	Check Temperature	Monthly
	Check Oil Level	Quarterly
<b>Drive Chain</b>	Check Tension	Quarterly
	Lubricate	Weekly
	Check for Wear	Quarterly
<b>Sprockets</b>	Check for Wear	Quarterly
	Check Set Screws & Keys	Quarterly
<b>Belt</b>	Check Tracking	Monthly
	Check Tension	Monthly
	Check Lacing	Weekly
<b>Bearings - pulleys and rollers</b>	Check Noise	Monthly
	Check Mounting Bolts	Quarterly
<b>V-belts &amp; O-rings</b>	Check Tension	Monthly
	Check for Wear	Monthly
	Check Sheave Alignment	Monthly
<b>Structural</b>	General: Check all bolts for tightness	Monthly

These are only a few very broad, but good, items to be aware of when performing or scheduling maintenance.

Each standard conveyor Cisco-Eagle supplies ships with a detailed maintenance manual specific for that conveyor's parts, safety and maintenance tips to ensure that you have the best information on your conveyor.

Please visit [www.cisco-eagle.com](http://www.cisco-eagle.com) for additional information.