

Paper folding machines

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 30/09/2015						
1	A. FEEDER Check and adjust pile height motor, slides and rails, chains, suction wheel and blowers to manufacturer's specification.			Y	Y	
2	Check and adjust paper sensors, bearings, sprockets, clutch springs, feed board rollers and feeder foot to manufacturers' specifications.			Y	Y	
3	Check operation of blower and blower bearings.			Y	Y	
4	Check and adjust gear drive train to manufacturers' recommendations.			Y	Y	
5	Lubricate all points as per manufacturers' recommendations.			Y	Y	
6	B. DELIVERY Check and adjust all transfer rollers and belts. Replace as required.			Y	Y	
7	Ensure all sound hoods and covers are firmly attached.			Y	Y	
8	Check all knuckles for correct operation.			Y	Y	
9	Lubricate all point as per manufacturers, recommendation.			Y	Y	
10	Record all motor amperages.			Y	Y	
11	C. FOLDER UNIT Check condition of folder rollers and set rollers.				Y	
12	Check and set fold plates for squareness.				Y	
13	Check all bearings, shafts and pressures for correct operation, adjust as necessary and according to manufacturers' specification.				Y	
14	Ensure all micro adjustments are operations and set as per manufacturers' specifications.				Y	
15	Check and adjust to manufacturers' specification all knives and knife fold assemblies.				Y	
16	Check and adjust to manufacturers, specification all pocket fold assemblies and cross fold units.				Y	
17	Record all results in log book.			Y	Y	

**Special Comments and Technical Data**

C SERVICE 3 MONTHLY (DO NOT INCLUDE FOR DECD SITES)  
D SERVICE ANNUAL

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For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

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