

## ALIGNMENT CHECKSHEET

- \_\_\_ 1. Break coupling and remove old grease.
- \_\_\_ 2. Inspect coupling for damage.
- \_\_\_ 3. Secure coupling. Run motor if magnetic center of motor is unknown. Mark motor shaft.
- \_\_\_ 4. Shut down motor. Set motor shaft to electrical center. Set coupling gap per coupling instructions.
- \_\_\_ 5. Inspect hold down bolts and washers for damage.
- \_\_\_ 6. Install jacking bolts on all corners of machines to be shimmed.
- \_\_\_ 7. Correct machine to be shimmed for soft foot and defective sole plates.
- \_\_\_ 8. Correct stationary machine for soft foot and defective sole plates.
- \_\_\_ 9. Remove all shims. Clean or replace as needed.
- \_\_\_ 10. Pack proper amount of grease into coupling and reassemble.
- \_\_\_ 11. Align machine. Use PdM group instructions for considering thermal growth.
- \_\_\_ 12. Tighten all fasteners. Loosen jacking bolts. Turn shaft to ensure free rotation.
- \_\_\_ 13. Attach form to work order.

Technician \_\_\_\_\_ Date \_\_\_\_\_