

**\*\* MAINTENANCE SCHEDULE \*\***  
**WEB PRESS LLC**  
**FOLDER**

Month & Year \_\_\_\_\_

<b>DAILY</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
clean former board																															
clean delivery tapes																															
remove excess paper dust																															
lubricate jaw cam																															

<b>TWICE WEEKLY</b>	1st week	2nd week	3rd week	4th week
lubricate pin cylinder bearings				
lubricate nip roll bearings				
lubricate jaw cylinder bearings				
lubricate knife cylinder bearings				
lubricate main drive belt idler				
lubricate head roll drive belt idler				
lubricate jaw bar assembly				
lubricate drive line bearings				

<b>WEEKLY</b>	1st week	2nd week	3rd week	4th week
lubricate quarter fold sidelay screw				
lubricate quarter fold pinch roll adjuust screws				
check gearbox fluid levels				
check auto lube lines				
check bolts and set screws				
remove excess paper dust from drive motor				

<b>MONTHLY</b>	
check all belts	
clean head rolls	
clean pipe rollers	
clean all cylinders	
check slitter bearing	
check trolley wheel assembly	