

Columbus Metropolitan Library HVAC Inventory



LOCATION	Address	City	State	ZIP	Cooling Tower	Chiller	Sand Filter	Septic System Major Pump	Dedicated Outdoor Air System	Boiler	Daikin FCU	Daikin Condenser	AHU	Major Water / Sewage Pump
Driving Park	1422 E Livingston Ave	Columbus	OH	43205	0	0	0	0	1	1	19	5	0	0
Hilliard - Hickory Chase	4500 Hickory Chase Way	Hilliard	OH	43026	1	0	1	0	0	4	4	4	0	0
Karl Road	5590 Karl Rd	Columbus	OH	43229	0	1	0	0	0	2	0	0	1	0
Main	96 S. Grant Ave	Columbus	OH	43215	0	1	0	3	0	4	27	15	6	4
Martin Luther King	1467 East Long St.	Columbus	OH	43203	0	0	0	0	1	0	20	4	0	0
Northern Lights	4093 Cleveland Ave	Columbus	OH	43224	0	0	0	0	2	0	34	7	0	0
Northside	1423 N. High St	Columbus	OH	43201	0	0	0	0	1	0	29	5	0	0
Operation Center	101 South Stygler Rd.	Gahanna	OH	43230	0	2	0	0	0	2	0	0	3	0
Parsons	1113 Parsons Ave	Columbus	OH	43206	0	0	0	0	1	0	23	5	0	0
Shepard	850 N Nelson Rd	Columbus	OH	43219	0	0	0	0	1	0	16	3	0	0
Whitehall	4445 East Broad St	Columbus	OH	43213	0	0	0	0	1	0	31	5	0	0
Dublin *	75 N. High Street	Dublin	OH	43017	?	?	?	?	?	?	?	?	?	?
Canal Winchester	115 Franklin St	Canal Winchester	OH	43110	0	0	0	0	0	0	0	0	0	0
Franklinton	1061 W. Town St.	Columbus	OH	43222	0	0	0	0	0	0	0	0	0	0
Gahanna	310 Granville St	Gahanna	OH	43230	0	0	0	0	0	0	0	0	0	0
Hilliard	4772 Cemetery Rd.	Hilliard	OH	43026	0	0	0	0	0	0	0	0	0	0
Hilltop	511 S. Hague Ave.	Columbus	OH	43204	0	0	0	0	0	0	0	0	0	0
Linden	2223 Cleveland Ave	Columbus	OH	43211	0	0	0	0	0	0	0	0	0	0
Livingston	3434 Livingston Ave	Columbus	OH	43227	0	0	0	0	0	0	0	0	0	0
Marion Franklin	2740 Lockbourne Rd	Columbus	OH	43207	0	0	0	0	0	0	0	0	0	0
New Albany	200 Market St	New Albany	OH	43054	0	0	0	0	0	0	0	0	0	0
Reynoldsburg	1402 Brice Rd	Reynoldsburg	OH	43068	0	0	0	0	0	0	0	0	0	0
Shepard (Old)	790 N. Nelson Rd	Columbus	OH	43219	0	0	0	0	0	0	0	0	0	0
South High	3540 S. High St	Columbus	OH	43207	0	0	0	0	0	0	0	0	0	0
Southeast	3980 S. Hamilton Rd	Groveport	OH	43125	0	0	0	0	0	0	0	0	0	0
Whetstone	3909 N. High St	Columbus	OH	43214	0	0	0	0	0	0	0	0	0	0

HVAC Split System Master Task List

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Preseason Annual Inspection

- | | | |
|-----|---|--------------------------|
| 1. | Inspect and tighten all electrical connections | <input type="checkbox"/> |
| 2. | Check compressors general condition | <input type="checkbox"/> |
| 3. | Check operation of indoor thermostat | <input type="checkbox"/> |
| 4. | Check operation of safety controls | <input type="checkbox"/> |
| 5. | Check and record compressor starting amp draw _____ | <input type="checkbox"/> |
| 6. | Check and record compressor running amp draw _____ | <input type="checkbox"/> |
| 7. | Check and record Condenser motor starting amp draw _____ | <input type="checkbox"/> |
| 8. | Check and record Condenser motor running amp draw _____ | <input type="checkbox"/> |
| 9. | Check operation and contacts of contactor | <input type="checkbox"/> |
| 10. | Lubricate motor (If applicable) | <input type="checkbox"/> |
| 11. | Check and clean fan blade | <input type="checkbox"/> |
| 12. | Check and clean Condenser coil | <input type="checkbox"/> |
| 13. | Check for refrigerant leaks | <input type="checkbox"/> |
| 14. | Check and record blower motor starting amp draw _____ | <input type="checkbox"/> |
| 15. | Check and record blower motor running amp draw _____ | <input type="checkbox"/> |
| 17. | Check and clean evaporator coil (As required) | <input type="checkbox"/> |
| 18. | Check and clean blower wheel (As required) | <input type="checkbox"/> |
| 19. | Check and adjust blower belt tension | <input type="checkbox"/> |
| 20. | Replace blower belt (As required) | <input type="checkbox"/> |
| 21. | Replace air filters | <input type="checkbox"/> |
| 23. | Check for blockage of the condensate drain. Clean the condensate pan as needed. Add condensate pan tablets to reduce sludge | <input type="checkbox"/> |
| 24. | Check flue pipe and cap | <input type="checkbox"/> |
| 25. | Check heat exchanger for any signs of rust or cracks | <input type="checkbox"/> |
| 26. | Lubricate actuators and dampeners ensure all work properly | <input type="checkbox"/> |

COMMENTS

**Septic System
Master Task List**

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Annual Inspection

	OK	Deficient
Pull pump from pit wash and visually inspect	<input type="checkbox"/>	<input type="checkbox"/>
Check electrical condition of insulation on power cable(s) and on all phases of the motor (in Meg Ohms).	<input type="checkbox"/>	<input type="checkbox"/>
Check for any loose or faulty electrical connections within the control panel.	<input type="checkbox"/>	<input type="checkbox"/>
Measure resistance between stator windings (in Ohms).	<input type="checkbox"/>	<input type="checkbox"/>
Check voltage supply between all phases of the electrical control panel.	<input type="checkbox"/>	<input type="checkbox"/>
Check amperage draw on all phases of the motor (in Amps).	<input type="checkbox"/>	<input type="checkbox"/>
Check condition and operation of the motor thermal protection control system (if equipped).	<input type="checkbox"/>	<input type="checkbox"/>
Removal of pump / mixer from the lift station for physical inspection.	<input type="checkbox"/>	<input type="checkbox"/>
Check condition of upper and lower shaft seals (inspect condition of motor / stator housing, if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Check condition and operation of leakage and bearing sensors (if equipped).	<input type="checkbox"/>	<input type="checkbox"/>
Drain oil from oil housing and replace with new oil.	<input type="checkbox"/>	<input type="checkbox"/>
Check for worn or loose impeller or propeller.	<input type="checkbox"/>	<input type="checkbox"/>
Check impeller wear rings (rotating & stationary)	<input type="checkbox"/>	<input type="checkbox"/>
Adjust clearances as needed for optimal operation.	<input type="checkbox"/>	<input type="checkbox"/>
Check for any unusual noise in the upper and lower bearings.	<input type="checkbox"/>	<input type="checkbox"/>
Clean, reset and check operation of the level control system (if equipped).	<input type="checkbox"/>	<input type="checkbox"/>
Check for physical damage of power and control cables.	<input type="checkbox"/>	<input type="checkbox"/>
Check for correct shaft rotation.	<input type="checkbox"/>	<input type="checkbox"/>
Reinstall the pump / mixer and check operation	<input type="checkbox"/>	<input type="checkbox"/>
Test the pump	<input type="checkbox"/>	<input type="checkbox"/>
Check operation of valves and associated equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Check sediment level in pit – clean and pump debris as needed	<input type="checkbox"/>	<input type="checkbox"/>

*Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS

**River / Storm Pumps
Master Task List**

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Annual Inspection

	OK	Deficient
Pull pump from pit, wash and visually inspect	<input type="checkbox"/>	<input type="checkbox"/>
Check electrical condition of insulation on power cable(s) and on all phases of the motor (in Meg Ohms).	<input type="checkbox"/>	<input type="checkbox"/>
Check for any loose or faulty electrical connections within the control panel.	<input type="checkbox"/>	<input type="checkbox"/>
Measure resistance between stator windings (in Ohms).	<input type="checkbox"/>	<input type="checkbox"/>
Check voltage supply between all phases of the electrical control panel.	<input type="checkbox"/>	<input type="checkbox"/>
Check amperage draw on all phases of the motor (in Amps).	<input type="checkbox"/>	<input type="checkbox"/>
Check condition and operation of the motor thermal protection control system (if equipped).	<input type="checkbox"/>	<input type="checkbox"/>
Removal of pump / mixer from the lift station for physical inspection.	<input type="checkbox"/>	<input type="checkbox"/>
Check condition of upper and lower shaft seals (inspect condition of motor / stator housing, if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Check condition and operation of leakage and bearing sensors (if equipped).	<input type="checkbox"/>	<input type="checkbox"/>
Drain oil from oil housing and replace with new oil.	<input type="checkbox"/>	<input type="checkbox"/>
Check for worn or loose impeller or propeller.	<input type="checkbox"/>	<input type="checkbox"/>
Check impeller wear rings (rotating & stationary)	<input type="checkbox"/>	<input type="checkbox"/>
Adjust clearances as needed for optimal operation.	<input type="checkbox"/>	<input type="checkbox"/>
Check for any unusual noise in the upper and lower bearings.	<input type="checkbox"/>	<input type="checkbox"/>
Clean, reset and check operation of the level control system (if equipped).	<input type="checkbox"/>	<input type="checkbox"/>
Check for physical damage of power and control cables.	<input type="checkbox"/>	<input type="checkbox"/>
Check for correct shaft rotation.	<input type="checkbox"/>	<input type="checkbox"/>
Reinstall the pump / mixer and check operation	<input type="checkbox"/>	<input type="checkbox"/>
Test the pump	<input type="checkbox"/>	<input type="checkbox"/>
Check operation of valves and associated equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Check sediment level in pit – clean and pump debris as needed	<input type="checkbox"/>	<input type="checkbox"/>

*Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS

**Plate and Frame
Master Task List**

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Annual Inspection

OK Deficient

- | | | | |
|----|---|--------------------------|--------------------------|
| 1. | Visual examination – check overall general condition | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Remove any accumulation of dust and debris from coils | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Make sure the plate pack is tightened to specification | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Ensure the carrying and guide bars are lubricated, | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Inspect and ensure the gaskets appear undamaged. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Check your pressure gauges at each end of the PHE to make sure | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | The pressure drop is within expected limits. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Clean-In-Place | | |
| | The biggest goal of cleaning is to flush out the various kinds of debris that collect in a PHE over time, which will vary depending on your process. | | |
| | a. Drain both sides and isolate it from your system fluid (generally done with isolation valves). | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. Then, flush water through both sides until it runs clear. For best results, you should flush the fluids counter to the direction that they run in operation. | <input type="checkbox"/> | <input type="checkbox"/> |

*Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS

Annual Inspection

OK Deficient

COMBUSTION CHAMBER COIL CLEANING INSTRUCTIONS

Use only a Nylon brush - DO NOT use brass, stainless or steel brushes.

- 1. Shut down the EVO by using the following steps:
 - Turn off the power, close the gas valve, and shut down the unit.
 - Wait for the unit to be cool to the touch.
 - Remove the clean-out cap
 - Remove the molex plugs from the fan.
 - Remove the (6) 6mm nuts from the burner plate assembly to access the coils.
 - Pull the entire burner plate assembly towards you and protect or remove rear target wall.
- 2. Vacuum all loose material, then use the nylon brush to scrub coils to remove any buildup, then vacuum the debris from the coils.
- 3. Spray the coils with clear water, making sure to confine the spray to the area being cleaned (try to avoid getting the back ceramic (target) wall of the unit wet). Flush the combustion chamber with fresh water. The EVO should be ready to power back up.
- 4. 4) Before powering up the EVO follow the steps below
 - Re-install the burner assembly and rear target wall (ceramic insulation)
 - Replace the (6) 6mm nuts to the burner plate.
 - Re-connect the molex plugs.
 - Re-set thermostats.
 - Replace the clean-out cap.
 - Turn the EVO back on and monitor the condensate drain until flow has been established.
 - Re-connect the condensate hose to the outside connection.

*Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS

**DOAS ROOF TOP UNIT
Master Task List**

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Annual Inspection

	OK	Deficient
1. Check general condition	<input type="checkbox"/>	<input type="checkbox"/>
2. All blowers, including furnace inducer, have sealed bearings. No lubrication is necessary.	<input type="checkbox"/>	<input type="checkbox"/>
3. Tighten all wire connections.	<input type="checkbox"/>	<input type="checkbox"/>
4. Clean the outside and inside coils mechanically or with cold water, if necessary. Usually any fouling is only matted on the entering air face of the coil and can be removed by brushing or vacuuming.	<input type="checkbox"/>	<input type="checkbox"/>
3. Replace all of the air filters.	<input type="checkbox"/>	<input type="checkbox"/>
4. Check for blockage of the condensate drain. Clean the condensate pan as needed. Add condensate pan tablets to reduce sludge.	<input type="checkbox"/>	<input type="checkbox"/>
5. Check the running amperage of all motors. Check and record compressor starting amp draw _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Check the power and control voltages.	<input type="checkbox"/>	<input type="checkbox"/>
7. Check the running amperage of all motors.	<input type="checkbox"/>	<input type="checkbox"/>
9. Check the power and control voltages.	<input type="checkbox"/>	<input type="checkbox"/>
10. Check safety controls	<input type="checkbox"/>	<input type="checkbox"/>
11. Check all operating temperatures and pressures.	<input type="checkbox"/>	<input type="checkbox"/>
12. Check Condenser motor	<input type="checkbox"/>	<input type="checkbox"/>
13. Check and adjust all temperature and pressure controls as needed.	<input type="checkbox"/>	<input type="checkbox"/>
14. Check and record Condenser motor running amp draw _____	<input type="checkbox"/>	<input type="checkbox"/>
15. Check the condenser fans and tighten their setscrews.	<input type="checkbox"/>	<input type="checkbox"/>
16. Check and adjust all damper linkages as needed.	<input type="checkbox"/>	<input type="checkbox"/>
17. Check and clean blower wheel (As required)	<input type="checkbox"/>	<input type="checkbox"/>
18. Check reversing valve (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>
19. Run a full system diagnosis test, report any found trouble codes.	<input type="checkbox"/>	<input type="checkbox"/>

*Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS

**Cooling Tower
Master Task List**

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Annual Inspection

OK Deficient

- | | | |
|---|--------------------------|--------------------------|
| 1. Be sure all equipment is operating and safety systems are in place. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Physically clean the screen of all debris. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Operate float or electronic make-up to ensure proper operation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Check for excessive vibration in motors, fans, and pumps. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Check for loose fill, connections, leaks, rust, corrosion, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Check all belts and pulleys and adjust as needed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. For an open cooling tower, test the water for proper concentrations of dissolved solids and chemistry. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Check motor supports and fan blades for excessive wear and secure fastening. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Inspect motor alignment and coupling. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Inspect drift eliminators for proper positioning and scale build-up. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Inspect the condition of pulleys and/or belts. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Check gear reducer box for lubricant level and add if needed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Assure that all bearings are lubricated per the manufacturer's recommendations. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Inspect and clean nozzles as needed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Inspect fan blades for cracks and clean as needed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Remove and clean strainer in sump. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Change gear reducer lubricant with factory-recommended oil. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Power wash tower fill and use scale remover as needed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Check for corrosion and rust. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Perform meg-ohm test motor windings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Change oil in gear box if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Inspect vibration safety device. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Check and ensure proper operation of sump heater | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Check / inspect heat transfer fill for obstructions & damage | <input type="checkbox"/> | <input type="checkbox"/> |

Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS

**Chiller
Master Task List**

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Annual Inspection

OK Deficient

- | | | |
|---|--------------------------|--------------------------|
| 1. Check All Condenser Fans for Proper Operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Check fan belt tension | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Check All Condenser Fan Blades | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Check for Any Oil and Refrigerant Leaks thru out the Chiller | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Check Oil Level in Each Compressor | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Lubricate field serviceable bearings | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Perform spectroscopic oil analysis on all compressors and provide test result (within 30 days of completing the PM.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Check for evidence of buildup or fouling on heat exchanger | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Check low ambient head pressure control sequence for proper operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Check sub-cooling and record results | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Check the Crankcase Heater for Proper Operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Check Motor Masters for Proper Operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Check set points against actual temperature | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Inspect service pit for any leaks or other items (Ops Center only) | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Check drive alignment wear seating and operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Check Controls for Proper Operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Run Chiller thru a "Quick Test". Check out in Manual | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Run Each Compressor to Verify Proper Operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Check Refrigerant Level / Use Sight Glass | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Tighten All Terminals and Contacts in Control Compartments | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Verify Proper Pump Operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Check All Contactors for Proper Operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. List Any Failure Codes and Check with Customer for Repairs | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Check for excessive vibration | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Ensure pipe insulation is intact | <input type="checkbox"/> | <input type="checkbox"/> |

Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS

**Daikin Wall Units
Master Task List**

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Annual Inspection

OK Deficient

Indoor Unit Maintenance Task List

- | | | |
|---|--------------------------|--------------------------|
| Check unit cabinet for signs of physical damage | <input type="checkbox"/> | <input type="checkbox"/> |
| Check the indoor unit air intake and discharge clearances - | <input type="checkbox"/> | <input type="checkbox"/> |
| Check that the drain is not blocked - | <input type="checkbox"/> | <input type="checkbox"/> |
| Check the condition of the heat exchanger (indoor coil), clean the heat exchanger and repair any fin damage - | <input type="checkbox"/> | <input type="checkbox"/> |
| Make sure indoor fan is free of dirt, debris, cracks, etc. and that it is securely connected to the fan motor - | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that the refrigeration piping insulation is not damaged - | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure all refrigerant piping is insulated - | <input type="checkbox"/> | <input type="checkbox"/> |
| Check for signs of refrigerant leakage, i.e. oil in drain pan of unit, and around flared joints - | <input type="checkbox"/> | <input type="checkbox"/> |
| Tighten all electrical connections as per manual torque specifications | <input type="checkbox"/> | <input type="checkbox"/> |
| Check that all connectors are securely connected to the indoor unit Printed Circuit Board (PCB) - | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure all cabinet screws are secure - | <input type="checkbox"/> | <input type="checkbox"/> |
| While operating, check for any abnormal noise or vibration - | <input type="checkbox"/> | <input type="checkbox"/> |
| Check the set points for space heating and space cooling - | <input type="checkbox"/> | <input type="checkbox"/> |
| Check the current time and day setting on the controller - | <input type="checkbox"/> | <input type="checkbox"/> |
| All Heating and Cooling zones should be tested for proper operation - | <input type="checkbox"/> | <input type="checkbox"/> |

Outdoor Unit Maintenance Task List

- | | | |
|--|--------------------------|--------------------------|
| Check unit cabinet for signs of physical damage - | <input type="checkbox"/> | <input type="checkbox"/> |
| Check the outdoor unit air intake and discharge clearances - | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure the outdoor cabinet drains are clear - | <input type="checkbox"/> | <input type="checkbox"/> |
| Check the condition of the heat exchanger (outdoor coil), clean the heat exchanger and repair any fin damage - | <input type="checkbox"/> | <input type="checkbox"/> |
| Make sure outdoor fan is free of dirt, debris, cracks, etc. and that it is securely connected to the fan motor - | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that the refrigeration piping insulation is not damaged - | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure all refrigerant piping is insulated - | <input type="checkbox"/> | <input type="checkbox"/> |
| Check for signs of refrigerant leakage, i.e. oil in base of unit and around brazed joints - | <input type="checkbox"/> | <input type="checkbox"/> |

- Tighten all electrical connections as per manual torque specifications
- Check that all connectors are securely connected to the outdoor unit Printed Circuit Board (PCB) -
- Ensure all cabinet screws are secure -
- While operating, check of the system for any abnormal noise or vibration from the condensing unit -

*Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS

**Atrium Exhaust Fans
Master Task List**

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Annual Inspection

OK Deficient

- | | | | |
|----|--|--------------------------|--------------------------|
| 1. | Coordinate operational test with Property Management
Ensure all related alarms are in by-pass prior to inspection | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Visual examination – check overall general condition | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Inspect belts and belt tension | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Lubricate fan shaft and motor bearings where applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Check all electrical connections for tightness and damage | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Clean motor intake screens | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Clean and lubricate actuator linkage(s) – ensure operation | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Ensure vibration isolators are secure and in working order | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Test / Activate system – ensure all in working order | <input type="checkbox"/> | <input type="checkbox"/> |

*Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS

**Boiler
Master Task List**

Company: _____
 Address: _____
 Brand Name: _____ Unit #: _____
 Model #: _____
 Serial #: _____
 Serviced By: _____ Date: _____

Annual Inspection

OK Deficient

- | | | |
|--|--------------------------|--------------------------|
| 1. Take a stack temperature reading to determine how efficiently the boiler is operating. A well-tuned boiler should have a stack temperature ranging between 50 – 100 degrees above the steam or water temperature. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Check the gas pressure coming into the gas pressure regulator and also its downstream pressure. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The supply and return water temperatures are proper | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Look through the boiler's sight port in the furnace and observe the flame for any evidence of impingement and possible sooting. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Take water samples and compare them to the recommendation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Check the condition of the gauge glass on the low water cutoff for wear and etching. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Observe the operating and modulating controls, and while watching the pressure gauge, see if they are turning on and off at their respective set points. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Pull out the flame scanner to ensure the burner shuts off at the prescribed time. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Check the indicating lights and alarms to make sure they are functioning properly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Assess the motors for noise and vibration. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Look for leaks of fuel, water or flue gas. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Check the high- and low-gas pressure switches and the combustion air proving switch. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Check the burner's diffuser for any deformation, burning or cracking. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Check the burner's pilot tube that contains the electrode that provides the spark for pilot ignition. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Check the free movement of the air damper device or devices. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Check the entire outside of the boiler for signs of hot spots. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Remove and inspect the low water cutoff bowl and its interconnecting piping | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Inspect the condition of the head assembly's wiring and switches | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Check the pump alignment on all the base-mounted pumps in the boiler room | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Reset combustion using a combustion analyzer for reading O2, CO and NOx emissions | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Open and inspect the access doors to expose the fireside of the boiler. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Thoroughly clean the tubes and tube sheets. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Inspect the insulating materials, looking for any degradation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Check the refractory. Cracks in the refractory insulation of 1/8" or less are okay. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. On the waterside, look for heavy scaling and bridging of the tubes with scale. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Look for evidence of oxygen corrosion. | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Check the gas valves & test as recommended by the valve manufacturer | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Check the safety valve to make sure there is no sign of leakage | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. On the control panel, ensure that all of the electrical connections are tight. | <input type="checkbox"/> | <input type="checkbox"/> |

*Quote out any repairs necessary that would take longer than 2 additional hours after completing the preventive maintenance service.

COMMENTS
