

Columbus Metropolitan Library - HVAC Tasking Sheets			
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Cooling Tower Task - CTU Master Task List - Annual Service

Site: _	 Date:	
Manufacture: _	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>		1	I = 6: .
Detail #		OK	N/A	Deficient
1	Make sure all equipment is operating & safety systems are in place			
2	Physically clean all screens of all debris			
3	Operate make up water float for proper operation			
4	Check motor and fan for excessive vibration			
5	Check for loose or leaking water connections			
6	Check water for proper chemical levels			
7	Check motor supports and fan blades for excessive wear			
8	Check motor alignment and coupling			
9	Inspect drift eliminators for proper positioning and scale build-up			
10	Check gear reducer box oil and change annually, check oil level			
11	Check bearings for proper lubrication per manufacturers specs			
12	Check blade pitch and record pitch Pitch angle			
13	Check gear box backlash and record. Backlash			
14	Inspect and clean all water distribution nozzles			
15	Inspect fan blades for cracks and clean as needed			
16	Clean out debris from the basin			
17	Power wash fill and use scale remover as needed			
18	Check for corrosion and rust			
19	Check sump heater for proper operation			
20	Check / inspect heat transfer fill for obstructions and damage			
21	Check / exercise all isolation vales			
22	Megohmmeter the fan motor checking for insulation failure			
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	Tasking Details			
Detail #		OK	N/A	Deficie
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	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Pump - Cooling Tower Task - CTP Master Task List - Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>			
Detail #		ОК	N/A	Deficient
1	Check all mounting and flange bolts to ensure torque			
2	Check equipment base for soundness			
3	Check for mechanical seal leaks			
4	Check condition of oil and grease seals add either as needed			
5	Check packing for excessive leakage and adjust of replace			
6	Check all gauges that they are working correctly			
7	Check coupling alignment and adjust and lubricate as needed			
8	Check bearings for excessive noise or movement			
9	Check and clean strainers and filters			
10	Check and clean floats if applicable			
11	Check for audible cavitation of impeller			
12	Check motor vents for dust build up and clean			
13	Use a megohmmeter to check for insulation failures			
14	Check start capacitor			
15	Take amp readings on start up and running			
16	Check electrical terminals for proper torque			
17	Lubricate motor			

	Tasking Details			
Detail #		OK	N/A	Deficie
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	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Chiller Tasks - CHL

Master Task List - Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>			
Detail #		ОК	N/A	Deficient
	Annual Inspection			
1	Check all condenser fans for proper operations			
2	Check all fan blades for abnormal wear			
3	Check for refrigerant/oil leaks thru out the chiller			
4	Check compressor operation and oil level			
5	Lubricate field serviceable bearings			
6	Perform spectroscopic oil analysis on all compressors and			
	provide test results within 30 days of completing the PM			
7	Check all controls, including contactors, fuses, VFD's etc. for			
	proper operation			
8	Check and record superheat and sub cooling readings			
9	Check the Crankcase heater for proper operation			
10	Run Chiller thru a quick test			
11	Run each compressor and verify operation			
12	Check refrigerant level			
13	Tighten all terminals and electrical connections			
14	List any failure codes and check with customer for repairs			
15	Check for excessive vibration or noise			
16	ensure pipe insulation is intact			
17	Check and clean chiller coils			
				

	Tasking Details			
Detail #		OK	N/A	Deficie
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	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Pump - Chiller Loop Task - CCP Master Task List - Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>			
Detail #		ОК	N/A	Deficient
1	Check all mounting and flange bolts to ensure torque			
2	Check equipment base for soundness			
3	Check for mechanical seal leaks			
4	Check condition of oil and grease seals add either as needed			
5	Check packing for excessive leakage and adjust of replace			
6	Check all gauges that they are working correctly			
7	Check coupling alignment and adjust and lubricate as needed			
8	Check bearings for excessive noise or movement			
9	Check and clean strainers and filters			
10	Check and clean floats if applicable			
11	Check for audible cavitation of impeller			
12	Check motor vents for dust build up and clean			
13	Use a megohmmeter to check for insulation failures			
14	Check start capacitor			
15	Take amp readings on start up and running			
16	Check electrical terminals for proper torque			
17	Lubricate motor			

	Tasking Details			
Detail #		OK	N/A	Deficie
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	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Main Boiler Tasks - BLR Master Task List - Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

Detail #	<u>Tasking Details</u>	ОК	N/A	Deficient
Detail #	Annual Inspection	UK	IN/A	Delicient
	Amuai inspection			
1	Perform a combustion analysis and make any adjustments needed			
2	Check and record gas pressure on incoming and outgoing gas valve			
3	Check and record return and supply water temps			
4	Check for fuel, water or gas leaks			
5	Look through the boiler's sight port in the furnace and observe the			
	flame for any evidence of impingement and possible sooting			
6	Check expansion tank for proper pressure, drain if needed and add			
	air			
7	Take water samples and compare them to the recommendation			
8	Check and test the low water cutoff			
9	Check operation of circulation pump on boiler			
10	Check indicating lights and alarms to make sure they are			
	functioning properly			
11	Check for abnormal wear, noise or vibration			
12	Check and test all safety controls on the boiler			
13	Inspect ignitor and replace if necessary			
14	Check the free movement of the air damper device			
15	Inspect all wiring for cracks and all electrical connections			
16	Open and inspect the access doors to expose the fireside of boiler			
17	Thoroughly clean the tubes and tube sheets			
18	Inspect the insulation and look for any degradation			
19	Check the refractory			
20	Look for evidence of oxygen corrosion			
21	Check and test relief valve			

	Tasking Details			
Detail #		OK	N/A	Deficie
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	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Pump - Boiler Circulation Task - BLP Master Task List - Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>			
Detail #		OK	N/A	Deficien
1	Check all mounting and flange bolts to ensure torque			
2	Check equipment base for soundness			
3	Check for mechanical seal leaks			
4	Check condition of oil and grease seals add either as needed			
5	Check packing for excessive leakage and adjust of replace			
6	Check all gauges that they are working correctly			
7	Check coupling alignment and adjust and lubricate as needed			
8	Check bearings for excessive noise or movement			
9	Check and clean strainers and filters			
10	Check and clean floats if applicable			
11	Check for audible cavitation of impeller			
12	Check motor vents for dust build up and clean			
13	Use a megohmmeter to check for insulation failures			
14	Check start capacitor			
15	Take amp readings on start up and running			
16	Check electrical terminals for proper torque			
17	Lubricate motor			

	Tasking Details			
Detail #		OK	N/A	Deficie
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	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Condensing Boiler Task - BLC Master Task List - Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>			
Detail #		ОК	N/A	Deficient
1	Check relief valve for proper operation			
2	Check/ exercise all shutoff valves gas and water			
3	Check for leaks on water inlets and outlets			
4	Check condensate trap switch and clean			
5	Test low water cutoff and reset button			
6	Flush condensate system			
7	Remove burner chamber cover and inspect heat tubes for leaks			
8	Clean burner chamber			
9	Check ignitor clean as needed			
10	Inspect and clean burner assembly			
11	Check cooling fan operation			
12	Check and clean flue piping as needed			
13	Replace air filter			
14	Check combustion efficiency and leave results			
15	Check for faults and clear maintenance message			
16	Record all data of findings on unit			

	Tasking Details			
Detail #		OK	N/A	Deficie
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	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Condensing Boiler Task - BLC Master Task List - Semi-Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>			
Detail #		ОК	N/A	Deficient
1	Checke Relief valve for proper operation			
2	Check/ exercise all shutoff valves gas and water			
3	Check for leaks on water inlets and outlets			
4	Check condensate trap switch and clean			
5	Check ignitor and clean as needed			
6	Check flow switch operation			
7	Check Gauges for acurate readings			
8	Check air blead valve for traped airin the system			
9	Flush condensate system			
10	Check cooling fan operation			
11	Check combustion efficiency and leave results			
12	Check for faults and clear maintenance message			

	Tasking Details			
Detail #		OK	N/A	Deficie
	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenace service			
Comment				<u>I</u>
	<u></u>			

Pump - Condensing Boiler Task - BLP Master Task List - Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>			
Detail #		ОК	N/A	Deficient
1	Check all mounting and flange bolts to ensure torque			
2	Check equipment base for soundness			
3	Check for mechanical seal leaks			
4	Check condition of oil and grease seals add either as needed			
5	Check packing for excessive leakage and adjust of replace			
6	Check all gauges that they are working correctly			
7	Check coupling alignment and adjust and lubricate as needed			
8	Check bearings for excessive noise or movement			
9	Check and clean strainers and filters			
10	Check and clean floats if applicable			
11	Check for audible cavitation of impeller			
12	Check motor vents for dust build up and clean			
13	Use a megohmmeter to check for insulation failures			
14	Check start capacitor			
15	Take amp readings on start up and running			
16	Check electrical terminals for proper torque			
17	Lubricate motor			

	Tasking Details			
Detail #		OK	N/A	Deficie
			1	
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			1	
	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Air Handler Unit Tasks - AHU Master Task List - Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>			
Detail #		ОК	N/A	Deficient
	ANNUAL INSPECTION			
1	Check, Clean and Inspect VFD Drive			
2	Check, lubricate, and verify operation of all dampers			
3	Check, lubricate, inspect and verify operation of supply and return			
	motors. Also change out belts on supply and return motors			
4	Verify alignment of supply and return fan motor.			
5	Check and Clean Condensate pan and add drain tabs to reduce			
	sludge - ensure drain traps where present are not dry and primed			
6	Inspect Both heating and cooling coils			
7	Check hot water circulation pump			
8	Check for any abnormal vibration or noise from AHU			
9	Check and Inspect each compressor, looking for refrigerant leaks,			
	abnormal noise and correct operation. Check and record			
	sub cooling and superheat.			
10	Record supply/return air temp			
11	Check and inspect all electrical connections			
12	Check and inspect all controls and verify all controls are working			
	properly.			

	Tasking Details			
Detail #		OK	N/A	Deficie
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			1	
	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Atrium Exhaust Fans Tasks - AEF Master Task List - Annual Service

Site:	Date:	
Manufacture:	Equip. Tag #:	
Model #:	Serial #:	
Serviced by:	Date Serviced:	

	<u>Tasking Details</u>			
Detail #		ОК	N/A	Deficient
	ANNUAL INSPECTION			
1	Coordinate operational test with Property Management			
2	Visual examination- check overall general condition			
3	Inspect belts and belt tension			
4	Lubricate fan shaft and motor bearings where applicable			
5	Check all electrical connections for tightness and damage			
6	Clean motor intake screens			
7	Clean and lubricate damper linkage and ensure operation			
8	Ensure vibrations isolators are secure and in working order			
9	Test and Activate the system- ensure all in working order			
			1	

	Tasking Details			
Detail #		OK	N/A	Deficie
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			1	
	** Quote out any repairs necessary that would take longer than 2 additional			
	hours after completing the preventive maintenance service			
Comment		•	<u>. </u>	
				

Hydronic Heat Pump Tasks - HPU Master Task List - Annual Service

Site:	 Date:	
Manufacture:	 Equip. Tag #:	
Model #:	 Serial #:	
Serviced by:	 Date Serviced:	

	<u>Tasking Details</u>			
Detail #		OK	N/A	Deficien
1	Check blower belts and pulleys adjust as needed			
2	Check air filter and change			
3	Check for vibrations and noises			
4	Lubricate all points that are serviceable			
5	Add condensate pan treatment to drain pans			
6	Check and clean condensate drain line			
7	Tighten all electrical connections			
8	Check contactor for burnt contacts			
9	Check wiring for deterioration			
10	Check and ensure all access covers are in place and secure			
11	Check and clean blower wheel as needed			
12	Check water lines for signs of leaks			
13	Check operation of electronic shutoff valve			
14	Clean strainer in water line			
15	Record water entering temperature :			
16	Record water exiting temperature :			
17	Record blower start amps :			
18	Record blower running amps :			
19	Record compressor start amps :			
20	Record compressor running amps :			
21	Check for refrigerant leaks			
22	Check for oil leaking in unit			
23	Record return air temperature :			
24	Record supply air temperature under load :			
25	Check fins in coils for bent areas and straighten as needed			
26	Check operation of reversing valve			
27	Check operation of make up air actuator			

	Tasking Details				
Detail #		OK	N/A	Deficie	
	** Quote out any repairs necessary that would take longer than 2 additional				
	hours after completing the preventive maintenance service				
Commen					
					