HVAC PREVENTATIVE MAINTENANCE CHECKLIST

CHEMSEARCH FE

USE THIS CHECKLIST TO KEEP YOUR HVAC SYSTEMS IN GOOD WORKING ORDER. IT IS RECOMMENDED THAT YOU USE THE FOLLOWING PROCEDURES EACH SPRING AND FALL.

CONDENSER COILS (ROOFTOP COILS)

- [ ] Apply and rinse coils with non-acid coil cleaner such as Inside Out
- [ ] Ensure roof drain is clear
- [ ] Inspect for any room leaks

BOILERS

- [ ] Ensure the boiler has proper layup procedures in place
- [ ] Ensure water treatment chemical inventory is sufficient for startup
- [ ] Ensure a qualified electrician inspects and tests all boiler wiring, contacts, and controls

CLOSED LOOPS

- [ ] Ensure the loop has proper layup procedures in place
- [ ] Ensure the loop has adequate glycol percentages prior to winter months
- [ ] Inspect for any system leaks at coils and pumps
- [ ] Ensure water treatment chemical inventory is sufficient for startup

COOLING TOWERS

- [ ] Clean and disinfect tower sump and/or remote sump before winter months and document cleaning
- [ ] Clean tower fill immediately after shutdown to prevent splash scale from solidifying
- [ ] Clean debris around cooling tower
- [ ] Check for proper operation of makeup valve and float
- [ ] Ensure all fan and motor shaft and bearings are operating properly and are lubricated
- [ ] Remove and clean all circulations pump strainers
- [ ] Inspect and clean distribution deck and spray nozzles
- [ ] Ensure a qualified electrician inspects and tests all cooling tower wiring, contacts, and controls
- [ ] Inspect the support structure of the cooling tower and address any concerns
- [ ] Inspect the galvanizing of the cooling tower and address any patching or coating concerns
- [ ] Address any plumbing concerns while system is shut down and has no flow requirements
- [ ] Ensure water treatment chemical inventory is sufficient for startup

EVAPORATOR UNITS (INSIDE COILS)

- [ ] Inspect condensate pan for corrosion and fix/re-coat pan with Rebound if needed
- [ ] Add non chlorinated condensate pan tab such as Pan Mate or Fast Act II (add more to sentence)
- [ ] Apply self-rinsing coil cleaner such as Chill Clean
- [ ] Apply coil cleaner and disinfectant such as Nu Coil if an EPA registered virucide or fungicide is preferred for air quality control

CONDENSATE LINES

- [ ] Treat condensate pan and lines with PM products like CPAN Plus (by pouring down the drain) and Pan Mate to ensure proper flow and corrosion control
- [ ] Apply condensate pan tab such as Fast Act II if an EPA registered microbiocide is preferred for air quality control

FILTERS

- [ ] Change filters according to documented demand (typically every 3-6 months)

AIR HANDLERS

- [ ] Ensure all fan and motor shaft and bearings are operating properly and are lubricated
- [ ] Ensure all belts are in good condition and free of damage or excessive wear