

TABLE 8.2 Minimum Maintenance Activity and Frequency for Ventilation System Equipment and Associated Components

Inspection/Maintenance Task	Frequency*
a. Investigate system for water intrusion or accumulation. Rectify as necessary.	As necessary
b. Verify that the space provided for routine maintenance and inspection of open cooling tower water systems, closed cooling tower water systems, and evaporative condensers is unobstructed.	Monthly
c. Open cooling tower water systems, closed cooling tower water systems, and evaporative condensers shall be treated to limit the growth of microbiological contaminants, including <i>legionella sp.</i>	Monthly
d. Verify that the space provided for routine maintenance and inspection of equipment and components is unobstructed.	Quarterly
e. Check pressure drop and scheduled replacement date of filters and air-cleaning devices. Clean or replace as necessary to ensure proper operation.	Quarterly
f. Check ultraviolet lamp. Clean or replace as needed to ensure proper operation.	Quarterly
g. Visually inspect dehumidification and humidification devices. Clean and maintain to limit fouling and microbial growth. Measure relative humidity and adjust system controls as necessary.	Quarterly
h. Maintain floor drains and trap primer located in air plenums or rooms that serve as air plenums to prevent transport of contaminants from the floor drain to the plenum.	Semiannually
i. Check ventilation and indoor air quality related control systems and devices for proper operation. Clean, lubricate, repair, adjust, or replace as needed to ensure proper operation.	Semiannually
j. Check P-traps in floor drains located in plenums or rooms that serve as air plenums. Prime as needed to ensure proper operation.	Semiannually
k. Check fan belt tension. Check for belt wear and replace if necessary to ensure proper operation. Check sheaves for evidence of improper alignment or evidence of wear and correct as needed.	Semiannually
l. Check variable-frequency drive for proper operation. Correct as needed.	Semiannually
m. Check for proper operation of cooling or heating coil for damage or evidence of leaks. Clean, restore, or replace as required.	Semiannually
n. Visually inspect outdoor air intake louvers, bird screens, mist eliminators, and adjacent areas for cleanliness and integrity; clean as needed; remove all visible debris or visible biological material observed and repair physical damage to louvers, screens, or mist eliminators if such damage impairs the item from providing the required outdoor air entry.	Semiannually
o. Visually inspect natural ventilation openings and adjacent areas for cleanliness and integrity; clean as needed. Remove all visible debris or visible biological material observed and repair physical damage to louvers, and screens if such damage impairs the item from providing the required outdoor air entry. Manual and/or automatic opening apparatus shall be physically tested for proper operation and repaired or replaced as necessary.	Semiannually
p. Verify the operation of the outdoor air ventilation system and any dynamic minimum outdoor air controls.	Annually
q. Check air filter fit and housing seal integrity. Correct as needed.	Annually
r. Check control box for dirt, debris, and/or loose terminations. Clean and tighten as needed.	Annually
s. Check motor contactor for pitting or other signs of damage. Repair or replace as needed.	Annually
t. Check fan blades and fan housing. Clean, repair, or replace as needed to ensure proper operation.	Annually
u. Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.	Annually
v. Assess field serviceable bearings. Lubricate if necessary.	Annually
w. Check drain pans, drain lines, and coils for biological growth. Check adjacent areas for evidence of unintended wetting. Repair and clean as needed.	Annually
x. Check for evidence of buildup or fouling on heat exchange surfaces. Restore as needed to ensure proper operation.	Annually

* Minimum frequencies may be increased or decreased if indicated in the O&M manual.

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