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| Mechanical Maintenance | | | | | Task: | HVAC – Quarterly | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | 3 Months | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| * **Has HVAC ductwork or other concealed spaces within the building (e.g., sump pump pits, storage areas, drain pans) been inspected for standing water? If water is found, steps should be taken immediately to remediate the concern. (DC-96)**   While Equipment is Running   * Listen for unusual noises.   While Equipment is Not Running   * Follow all appropriate lock-out/tag-out procedures. * Check all filters. Clean or replace as needed. * Check heating and cooling coils; clean as needed. * Check operation of fans and belts. * Wipe down the inside and outside of units. * Inspect the condensate drains making sure it functions properly. * Replace covers or guards. * Power unit on and listen for any unusual noises. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |