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| Mechanical Maintenance | | | | | Task: | HVAC System | | | | | |
| 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: | | Yearly | | 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)** * **Are heating flues properly isolated from combustible materials and regularly serviced by competent personnel? (DC-96)** * **Have the boiler or hot-water heater been inspected by a licensed inspector, if legally required, and found to be safe? (DC-96)**   Condensing & Evaporator Units   * While unit is running, listen for unusual noises. * Disconnect the electrical supply to the unit using appropriate lock-out/tag-out procedures. * Check the condition of the condensate tray for standing water and clean out. Clean the P-trap. Check that the condensate drain line flows freely. * Remove the protective cover and thoroughly clean. * Inspect the inside of the unit for oil stains which indicate a problem with the refrigeration circuit. * Clean condensing coil using a chemical cleaner. * Straighten any bent or damaged coil fins using a fin comb. * Inspect the unit for rust and touch up as needed. * Inspect the condition of the piping and insulation and repair as needed. * Remove the air filter and clean or replace as needed. * Check the mechanical parts, including motors and fans. Lubricate the bearings and check the set screws on the locking collars and pulleys. * Inspect the belts for wear and tightness, replace or tighten if necessary. * Inspect the wiring for loose connections and tighten. * Inspect all bolted or attached items, including the rubber parts and supports; tighten or repair as needed. * Re-install any covers or guards. * Restore power to the unit. * Check the function of the unit’s controls and the proper performance of the unit.   Gas Furnace Heating System  HIGH RISK: Only trained personnel should perform the following tasks.   * Verify proper operation of the unit. * Inspect gas lines checking for leaks and corrosion. * Check burner operation ensuring flame is proper color and height. * Clean sensing probe and check for proper alignment. * Thoroughly clean inside and outside of unit. * Inspect all wiring for loose connections and tighten if necessary. * Confirm Interlocks are operational. * Check the condition of the condensate tray for standing water and clean out. Clean the P-trap. Check that the condensate drain line flows freely. * Check the condition and tightness of the belt (if equipped) but do not over tighten. * Clean the fan and coil (if equipped). * Replace filters. * Restore power to the unit. * Check the function of the unit’s controls and the proper performance of the unit.   Boiler Heating System  HIGH RISK: Only trained personnel should perform the following tasks.   * Inspect tanks for leaks or damage. * Check that pumps are functioning properly and listen for unusual noises. * Check that all control valves and balancing valves are functioning properly. * Close and open all valves to ensure they work properly. * Inspect all piping, including gas and fuel lines, for leaks and condition of insulation. * Check burner operation and look for proper flame color and height. * Clean burner if needed. * Clean sensing probe. * Thoroughly clean all components of boiler equipment. * Inspect vent making sure it is clean and attached properly. * Check that all pressure gauges are working and reading normal operation.   **Ventilation (including restroom fans)**   * Inspect ductwork and connections including interior of ducts. Clean as needed. * Ensure supply and return registers, including grates, grilles, louvres and vents are clean and in good condition. * Check the operation of fans, motors, belts and pulleys. Listen for unusual noises and service as needed. * Check electrical connections. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |