

## **Asset : HVAC System - Airflow Obstruction**

### **Step 1: Initial Assessment**

**Safety First:** Before starting any maintenance work, ensure that the area is safe and free from electrical hazards. Turn off the power to the HVAC system.

**Visual Inspection:** Visually inspect the HVAC system and the ductwork for any obstructions, debris, or damage that may be affecting airflow.

### **Step 2: Ductwork Inspection**

**Check Ducts:** Inspect the ductwork for leaks, loose connections, or disconnected sections. Repair or replace damaged ducts as needed.

**Clean Ducts:** If dust or debris is found inside the ducts, clean them thoroughly to improve airflow.

### **Step 3: Filter Replacement**

**Replace Air Filters:** Check and replace the air filters in the HVAC system. Clogged filters can reduce airflow efficiency.

### **Step 4: Motor and Fan Inspection**

**Motor and Fan Inspection:** Inspect the motor and fan components for any signs of wear or malfunction. Lubricate moving parts if necessary.

### **Step 5: Testing and Verification**

**Turn On HVAC:** After performing the maintenance tasks, turn on the HVAC system and monitor airflow to ensure the issue of obstruction has been resolved.

### **Step 6: Maintenance Records**

**Update Maintenance Records:** Record details of the issue, actions taken, and any replacement parts used in the maintenance log.

## **Asset: Elevator - Strange Noise During Operation**

### **Step 1: Initial Assessment**

**Safety First:** Ensure that the elevator is safely parked on a designated floor and turn off the power.

**Visual Inspection:** Visually inspect the elevator cabin and machinery for any loose or damaged components that may be causing the strange noise.

### **Step 2: Mechanical Inspection**

**Check Door Mechanism:** Inspect the elevator doors for proper alignment and functioning. Adjust or replace any faulty door components.

**Lubricate Moving Parts:** Lubricate the elevator's moving parts, such as pulleys and cables, to reduce noise.

### **Step 3: Control Panel Inspection**

Control Panel Check: Examine the control panel for any loose wires or malfunctioning buttons. Tighten connections or replace faulty components.

#### Step 4: Testing and Verification

Operate Elevator: After performing maintenance tasks, operate the elevator and listen for any unusual noises. Ensure that the issue of strange noise has been resolved.

#### Step 5: Maintenance Records

Update Maintenance Records: Record details of the issue, actions taken, and any replacement parts used in the maintenance log.

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Operate Elevator: After performing maintenance tasks, operate the elevator and listen for any unusual noises. Ensure that the issue of strange noise has been resolved.

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### **Asset: Fire Extinguisher - Pressure Loss**

#### Step 1: Initial Assessment

Safety First: Ensure the area is safe and free from fire hazards.

Visual Inspection: Visually inspect the fire extinguisher for damage, leaks, or pressure loss indicators.

#### Step 2: Pressure Check

Check Pressure Gauge: Confirm the pressure gauge reading. If it's below the recommended level, the extinguisher needs recharging.

#### Step 3: Recharge Procedure

Contact Professional: For recharge, contact a certified fire extinguisher service provider to refill and pressurize the extinguisher.

#### Step 4: Testing and Verification

Test Functionality: After recharge, test the fire extinguisher to ensure it operates correctly.

#### Step 5: Maintenance Records

Update Maintenance Records: Record details of the issue, actions taken, and the date of the recharge in the maintenance log.

### **Asset : Security Camera - Blurry Images**

#### Step 1: Initial Assessment

Safety First: Ensure the camera is not in a hazardous location.

Visual Inspection: Visually inspect the camera lens and housing for dirt, dust, or damage that may be causing blurry images.

#### Step 2: Lens Cleaning

Clean Lens: Gently clean the camera lens using a soft, lint-free cloth and a mild cleaning solution. Avoid abrasive materials.

#### Step 3: Focus Adjustment

Focus Adjustment: Adjust the camera's focus settings to achieve clear images. Refer to the camera's manual for guidance.

#### Step 4: Testing and Verification

Test Camera: After cleaning and adjustments, monitor the camera feed to ensure it captures clear images.

#### Step 5: Maintenance Records

Update Maintenance Records: Record details of the issue, actions taken, and any adjustments made in the maintenance log.

### **Asset 8: Computer Server - Slow Performance**

#### Step 1: Initial Assessment

Safety First: Ensure the server is safely powered down and disconnected from electrical sources.

Visual Inspection: Inspect the server for visible signs of damage or overheating.

#### Step 2: Cooling System Check

Check Fans: Ensure server cooling fans are functioning correctly. Replace any faulty fans.

Remove Dust: Clean dust and debris from server vents and components to improve airflow.

#### Step 3: Software Check

Check Resource Usage: Analyze server resource usage to identify any software-related issues causing slow performance.

Update Software: Apply necessary software updates and patches to improve performance and security.

#### Step 4: Hardware Check

Check Hardware: Test server hardware components for errors using diagnostic tools. Replace or upgrade hardware if necessary.

#### Step 5: Testing and Verification

Restart Server: After maintenance tasks, restart the server and monitor its performance to ensure it runs smoothly.

#### Step 6: Maintenance Records

Update Maintenance Records: Record details of the issue, actions taken, and any replacement parts or software updates applied in the maintenance log.

### **Asset: Building Roof - Roof Leak**

#### Step 1: Initial Assessment

Safety First: Ensure it's safe to access the roof and that you have proper safety equipment.

Visual Inspection: Inspect the roof surface for visible signs of damage, cracks, or areas with pooling water.

#### Step 2: Roof Patching

Patch Leaks: Identify the source of the leak and apply roof patching material to seal the damaged area.

#### Step 3: Gutter Inspection

Check Gutters: Inspect the gutters for debris or blockages that may be causing water to overflow and leak.

Clear Debris: Remove any debris from gutters and downspouts to ensure proper water drainage.

#### Step 4: Roof Coating

Apply Roof Coating: Apply a waterproof roof coating to protect against future leaks.

#### Step 5: Testing and Verification

Monitor Roof: After repairs, monitor the roof for any signs of leakage during rain or other weather conditions.

#### Step 6: Maintenance Records

Update Maintenance Records: Record details of the issue, actions taken, and any materials used for repairs in the maintenance log.

### **Asset: Water Heater - No Hot Water**

#### Step 1: Initial Assessment

Safety First: Ensure the water heater is safely turned off and the power source is disconnected.

Visual Inspection: Visually inspect the water heater for any visible damage or leaks.

#### Step 2: Pilot Light Check

Check Pilot Light: If applicable, check the pilot light. Relight it if it's out, following the manufacturer's instructions.

#### Step 3: Thermostat Adjustment

Thermostat Adjustment: Adjust the thermostat settings to the desired temperature. Ensure it's set correctly.

#### Step 4: Sediment Buildup

Check for Sediment: Inspect the tank for sediment buildup, which can affect heating efficiency. Flush the tank to remove sediment.

#### Step 5: Testing and Verification

Turn On Water Heater: After maintenance tasks, turn on the water heater and monitor for the availability of hot water.

#### Step 6: Maintenance Records

Update Maintenance Records: Record details of the issue, actions taken, and any adjustments or maintenance performed in the maintenance log.

### **Asset: Water Pump - Low Flow Rate**

#### Step 1: Initial Assessment

Safety First: Ensure the water pump is safely powered off and disconnected.

Visual Inspection: Inspect the pump and associated piping for any visible issues, leaks, or damage.

### Step 2: Impeller Inspection

Check Impeller: Inspect the pump's impeller for damage or clogs. Clean or replace as needed.

### Step 3: Suction and Discharge Lines

Check Lines: Inspect the suction and discharge lines for blockages, leaks, or air entrainment. Clear obstructions and repair leaks.

### Step 4: Motor Check

Check Motor: Verify that the pump's motor is functioning correctly. Replace if necessary.

### Step 5: Testing and Verification

Test Pump: After inspection and maintenance, test the water pump to ensure it provides the desired flow rate.

### Step 6: Maintenance Records

Update Maintenance Records: Record details of the low flow rate issue, actions taken, and any parts replaced or maintenance performed in the maintenance log.

## **Asset: LED Downlight - Not Functioning**

### Step 1: Initial Assessment

Safety First: Ensure the area is safe. Turn off the power to the circuit where the LED downlight is installed to avoid electrical hazards.

Visual Inspection: Examine the LED downlight fixture for any visible signs of damage, such as cracks, burn marks, or loose connections.

### Step 2: Check Power Supply and Wiring

Inspect Power Supply: Verify that the power supply to the LED downlight is functioning properly. Use a voltage tester to ensure that electricity is reaching the fixture.

Examine Wiring: Look for any loose, frayed, or damaged wires. Secure any loose connections and replace damaged wires as needed.

### Step 3: LED Driver Inspection

Check LED Driver: Inspect the LED driver for any signs of failure. The driver regulates power to the LED and can often be a point of failure.

Test or Replace LED Driver: If the driver shows signs of malfunction, test it with a multimeter or replace it.

### Step 4: LED Bulb Assessment

Examine LED Bulb: Remove the LED bulb and inspect it for damage or burn-out. Look for discoloration or broken filaments.

**Test or Replace Bulb:** Test the bulb in a different, functioning fixture if possible. If the bulb is faulty, replace it with a new one.

#### Step 5: Fixture and Housing Inspection

**Inspect Fixture and Housing:** Ensure the fixture and housing are not damaged or causing an obstruction to the bulb's connection.

**Clean and Secure:** Clean any dust or debris from the fixture and housing. Ensure all parts are securely fastened.

#### Step 6: Final Testing

**Restore Power and Test:** Once all inspections and replacements are complete, restore power and test the LED downlight to see if it functions correctly.

#### Step 7: Preventive Maintenance

**Regular Checks:** Periodically inspect the LED downlights for early signs of issues.

**Environment Check:** Ensure the environment around the LED downlight is suitable (no excessive moisture or heat) to prolong its lifespan.