

Sheet1

TASKLINE1,C,60

- 110 Clean or replace filters as needed
- 100 Clean or replace air filter as necessary, Vacuum frame
- 701 Check engine oil and coolant level
- 501 Run 20 minute engine test (load test if possible)
- 170 Clean condensor coils and evaporator coil
- 300 Clean or replace air filter as necessary, Vacuum frame
- 511 Run 20 minute load engine test
- 000 1. _____
- 200 Clean or replace air filter as necessary, Vacuum frame
- 550 Check electrical connections
- 210 Clean or replace filters as needed
- 370 Clean condensor coils and evaporator coil
- 810 Test fire sprinkler flow switches (per code requirements)
- 850 Clear roof drains, downspouts, gutters
- 870 Inspect roof for cracks, tears, physical damage
- 171 Chemically or mechanically clean condensor/evaporator coils
- 310 Clean or replace filters as needed
- 270 Clean coils
- 371 Chemically or mechanically clean condensor/evaporator coils
- 271 Chemically or mechanically clean condensor/evaporator coils
- 120 Check and adjust cooling tower belts
- 181 Drain cell and remove sludge
- 410 Check pump suction and discharge pressures
- 471 Clean motor controller contacts (DISCONNECT POWER)
- 350 Inspect sump pump for external damage
- 553 CAUTION ELECTRICAL HAZARD EXISTS
- 830 Inspect all water heater piping for leaks
- 880 Inspect water heater electrical connections - POWER OFF
- 411 Inspect sump pump exterior
- 801 Inspect air compressor for proper operation, vibration
- 900 Inspect fire exit and fire doors for unobstructed operation
- 972 Inspect building exterior for paint chipping, peeling
- 831 Inspect heat exchanger for leaks, corrosion, rust
- 871 Remove heat exchanger heads and inspect tube and shell
- 301 Clean or replace filter. Check unit operation and reversing
- 570 Check electrical connections. Inspect relay and contactor.
- 500 Check oil level, coolant level, battery water level and
- 502 Run 20 minute engine test. Observe automatic swithgear.
- 400 Grease motor bearings. Check operation of switches. Check
- 401 Simulate pressure drop and confirm motor operation. Grease
- 201 Lubricate bearings, grease fittings & moving parts. Check
- 101 Clean or replace air filter. Lubricate bearings, grease
- 102 Check unit operation (water temperature & water flow).
- 402 Clean or replace filter. Check all piping connections for
- 403 Check operation of all zones (adjust and clean as needed).
- 470 Check operation of irrigation valves. Verify automatic valv
- 901 Check all aircraft warning lights. Check for debris. Check
- 970 Check for signs of deterioration on caulking joints, parapet

Sheet1

- 551 Check electrical connections. Inspect relay and contactor.
- 950 Sweep and damp mop floors. Dust all surfaces. Wipe down all
- 902 Sweep all stairwells. Damp mop spill areas as needed. Wipe
- 951 Wipe down all doors & frames. Wipe down the fire standpipe.
- 903 Sweep and damp mop floor. Dust all surfaces. Wipe down all
- 971 Prep and paint floors.
- 904 Sweep, mop, hose down and/or pressure clean as needed.
- 905 Sweep, mop, hose down and/or pressure clean.
- 952 Shut down condensor water system. Drain main tower basin.
- 770 Change motor oil. Change filter. Replace fuel filters. Have
- 554 Adjust clocks and timers for daylight savings time change
- 531 Check proper time setting for clock timers
- 151 Check water cooler proper operation
- 800 Check air compressor oil level (compressor power off)
- 851 Change air compressor oil and filter as needed
- 571 Perform thermographic survey
- 802 Take water samples
- 803 Check chiller operating temperatures and pressures
- 873 CAUTION CHILLER ELECTRICAL POWER MUST BE OFF
- 874 Remove chiller heads, inspect and clean tubes
- 833 Check chiller operating temp and pressures
- 804 Inspect boiler for proper operation, temp, press, etc.
- 852 Inspect boiler/piping for steam/water leaks
- 872 Test boiler safety valve(s) per code
- 820 Clean/change filter/strainer as needed
- 700 Check vehicle fluid levels
- 806 Test cooling tower water, review logs treat as needed
- 853 Flush cooling tower strainer
- 881 Remove and clean cooling tower strainers
- 710 Check golf cart tire pressure and treads, test brakes
- 472 CAUTION - BE SURE SYSTEM IS LINED UP FOR VALVE MAINTENANC
- 930 Test all bathroom plumbing fixtures for proper operation
- 555 Test battery powered Emergency Exit signs and Lights
- 202 Clean/replace air filters as needed
- 230 Lubricate motor and thrust bearings use MOBILUX EP-2
- 273 Open inspection holes for internal exam and cleaning
- 430 Examine pump for leaks and tight connection
- 811 Check hydraulic fluid level
- 404 Caution-Alarm service may be online-call off if appropriate
- 812 Check oil level-add/change as needed
- 821 Clean card reader
- 103 Check operation of walk in cooler/freezer
- 931 Fertilize trees and inspect condition
- 932 Prune trees and/or shrubs

LINE2,C,60

Lubricate fan and motor bearings as appropriate
Lubricate bearings, grease fittings and moving parts
Check fuel tank capacity, contamination, leakage
Check voltage, frequency, amperage & engine indicators
Check refrigerant pressures, temperatures
Lubricate bearings, grease fittings and moving parts
Check voltage, frequency, amperage & engine indicators
2.

Lubricate bearings, grease fittings and moving parts
Inspect relay and contactor points
Lubricate fan and motor bearings as appropriate
Check refrigerant pressures, temperatures
Test smoke detectors, manual stations, tamper switches
Check for damage and remove trash
Fill pitch pans, Check roof mounted equipment flashings
Install guages, check system pressures & temps record
Lubricate fan and motor bearings as appropriate

Install guages, check system pressures & temps record
Install guages, check system pressures & temps record
Lubricate bearings and moving parts
Clean baffles, spray heads, strainers
Check shaft seals for leakage or adjust packing gland
Remove strainer and clean, inspect interior corrosion
Check connections, loose wires, controls
Inspect connections, tighten terminals, look for signs of
Check controls for proper operation, test hi_temp limit
Check relief valve for proper operation
Check controls for proper operation
Check oil, air filter, safety valve: change as needed
Check that doors latch upon closing
Check for mold, mildew and rot
Record pressures in and out both circuits
Clean tubes as needed
valve. Check condensor drain pan (add treatment as needed).
Check voltage and amperage, record readings. Check operation
voltage level on charger. Run 20 minute engine test.
Check voltages and amperage readings. Visually check
pressure gauge readings & adjust if necessary. Check all
bearings as needed. Record pressure readings. Verify motor
unit operation (air flow, vibration, etc.). Tighten or
fittings & all moving parts. Check unit operation (air flow,
Clean coils as necessary. Check all electrical connections.
leaks. Wipe down unit.
Verify correct day & time settings on the irrigation time
operation between zones. Repair as needed.
for loose roofing material. Check signs for
caps and roofing material. Make sure that no areas are with-

Sheet1

Check voltage and amperage, record readings. Check operation
metal surfaces with penetrating oil.
down handrails. Check all lighting and repair as needed.

metal surfaces with penetrating oil.

Pressure clean both interior & exterior of tower. Clean
antifreeze checked & tested. Test batteries.

Spring ahead one hour

Check timer for accurate time

Make sure drain runs freely

Check pressure regulator for proper setting

Check operation of automatic drains

Test according to testing procedures

Check oil sump heater operation, temperature and oil level

Inspect and clean, as needed starter contacts

Test for refrigerant leaks

Inspect for unusual noise and vibration

Blow down sight glasses, test low water safety, if possible

Check for corrosion/rust

Open water and fireside, inspect and clean as needed

Check tire wear and air pressures

Check spray heads for proper operation

Test bypass valve operation

Check unit for rust and corrosion, repair/paint as needed

Check batteries with hydrometer, add distilled water if need

Lubricate valve moving parts where accessible

Adjust/repair as needed. Clean sink aerators.

Repair as necessary

Clean air intake filter area

or equal Lithium base grease. 2 oz. (2 pumps) only

Lubricate motor and thrust bearings use MOBILUX EP-2

clean strainer if needed

inspect hose condition and look for leaks

Test run pump

Check unit operator

Adjust gate arm as needed

Change condenser air filter if needed

LINE3,C,60

Check motor(s) Volts and amperage, record readings
Check unit operation, vibrations, air flow
Do visual inspections, water heater operation, air filter
Observe automatic switchgear if tested
Inspect for leaks, oil drips, moisture indicators, flow
Check unit operation, vibrations, air flow, reversing valve
Observe automatic switchgear if tested

3.

Check unit operation, vibrations, air flow
Check voltage and amperage, record readings
Check motor(s) Volts and amperage, record readings
Inspect for leaks, oil drips, moisture indicators, flow
Test telephone handset communication ports

Inspect termination strips, replace cracked caulking
Check Cutout operation and safety switches
Check motor(s) Volts and amperage, record readings
Inspect for leaks, oil drips, moisture indicators, flow
Check Cutout operation and safety switches
Check Cutout operation and safety switches
Check spray heads and clean as needed
Paint rusted areas
Lubricate motor and pump bearings as needed
Meg motor and record readings,
Manually operate to ensure operation
overheating, odors,
Check pilot light, if equipped
Open drain to flush sediment, if equipped
Observe check valve operation, if equipped
Test unloader operation, if equipped
Test door closers are operating properly
Examine for termites, bugs and rodent intrusion
Record temperatures in and out both circuits
Perform eddy current testing (every 3-5) years
Wipe down unit.
of manual switches. Check operation of indicator lamps.

emergency power transfer to circuit.
electrical connections inside control panel. Check voltage &
reset as pressures return to normal.
replace v-belts as needed. Wipe down unit.
vibration, etc.). Check condensor drain (add treatment as
Wipe down unit.

clock. Verify timer operation.

damage or loose anchorings. Check roof drains for blockages.
out gravel. Check for loose grounding rods and cable.

of manual switches. Check operation of indicator lamps.

NOTE: THIS TASK IS TO BE DONE WEEKLY

condensor filter. Remove strainers from pump housings &

Fall back one hour

Adjust water height as needed

Test relief valve(s) for proper operation

Tighten all electrical connections (POWER OFF)

Record results of tests

Test setpoint setting and load control setpoint

Inspect terminals, tighten all electrical connections

Change oil, oil filters and refrigerant filter if equipped

CAUTION POWER IS ON

Test water and review log, Treat water & blow down as needed

Test flame failure and other safeties

Inspect and clean stack as needed

Test brakes and test drive

Check and adjust belts as needed

Check gearbox oil level, if equipped

Check fill material, replace as needed

Check battery terminals and cables, service as needed

Open and close valve as needed to insure proper operation

Repair tile grout and caulking as needed

Wipe fixtures clean

Operate unit and check for proper operation

do not over lubricate

or equal Lithium base grease. 2 oz. (2 pumps) only

check operating controls

Check unit for proper operation

Check and adjust pump glands

Lubricate moving parts where necessary

Test defrosters if installed

LINE4,C,60

Wipe down unit

Check condensor drain pan treatment - replace if needed

Check battery fluid levels & Take Hydrometer readings

Observe engine operation adjust as necessary

Check operating controls, Calibration

Check condensor drain pan treatment - replace if needed

Observe engine operation adjust as necessary

4.

Check, tighten or replace V-belts as needed

Meg motor(s) if appropriate

Wipe down unit

Check operating controls, Calibration

Test horns/annunciators

Inspect expansion joints, plumbing & electrical penetrations

Check voltage and amperage, Meg motors if possible, record

Wipe down unit

Check operating controls, Calibration

Check voltage and amperage, Meg motors if possible, record

Check voltage and amperage, Meg motors if possible, record

Observe for proper start/stop, vibration

Tighten all electrical connections, Meg Motor

Observe operation for vibration, noise

Operate isolation valves, Check mounting bolts

Inspect screens, valves, lines are clear and operating

examine panels for physical damage

Calibrate temperature controls

Check all electrical connections-POWER OFF

Drain reciever, check automatic drain

Inspect for cracks in masonry, sign of settling, erosion

Check sacrificial anodes , if equipped

NOTE: THIS TASK IS TO BE COMPLETED WEEKLY.

amperage readings. Wipe down pump motors & pump.

needed). Check, tighten or replace v-belts as needed. Wipe

CAUTIONDISCONNECT POWER WHEN CHECKING ELECTRICAL

Check for wind damage to any roof-top equipment. Check to

clean. Bring system back on line.

Change filter(s) as needed
Check unloader for proper operation (if equipped)
Inspect and clean, as needed, starter contacts

Adjust feed or treatment as needed
Inspect purge unit operation
Meg compressor and oil pump motors
Test flow switches, low refrigerant temp sensor
Record voltage and amp readings for all phases
Clean burner tips, fuel/air filters/strainers as needed
Check flue gases (analysis) adjust for efficient operation
Hydrostatically test as required

Change filters and fluids as needed
Check fan and controls for proper operation
Remove sediment for tower sump
Check fan alignment, balance, torque bolts mounts etc.
Check steering, backup alarm, parking brake
Adjust packing gland as needed
Check and adjust all door hardware, switches, lights, outlet

Clean and wipe down unit
Run unit and check for proper operation, vibration,
do not over lubricate
test and run pump
Clean around unit as needed
Check suction and discharge pressure

Check unit operation and ticket spitter
Check temperature controls and unit lighting

LINE5,C,60

Check, tighten or replace V-belts as needed
Add only distilled water

Check unit mounts and supports
Check, tighten or replace V-belts as needed

5. _____
Wipe down unit

Check unit mounts and supports
Test elevator recall and fireman service operation

Recoat with appropriate roof treatment
Calibrate operating controls as needed

Check unit mounts and supports
Calibrate operating controls as needed
Calibrate operating controls as needed
Check water level, water treatment, sludge accumulation
Clean controller contacts, calibrate controls
Flush strainer in equipped
Lubricate as needed
Observe for noise and vibration
Inspect insulation and mounting connections

Check pressure drop through heater, record reading

Check pressure regulator operation

Test relief valves

*****CAUTION*** DISCONNECT POWER WHEN CHECKING ELECTRICAL
NOTE: THIS TASK IS TO BE COMPLETED WEEKLY.**

down unit.
CONNECTIONS.

make sure door leading to roof is secured.

NOTE: WORK MUST BE COMPLETED DURING NON BUSINESS HOUR

Drain moisture from storage tanks

Record adjustments and treatments made

Observe proper operation of vanes

Test electrical interlocks and safeties

Calibrate sensors and guages

Observe pressure regulator operation, pump(s) operation

Check operation of standby auxiliaries and pumps

Wash and wax as needed

Lubricate bearings and moving parts as needed

Check tightness of bolts, mounts, etc.

Run unit and check for proper operation, vibration.

Lubricate if needed

check unit operation, vibration, noise

Wipe down and clean units.

Check door latches and gaskets, repair as needed

LINE6,C,60

Wipe down unit
Check battery charger operation

Tighten electrical contacts (POWER OFF)
Wipe down unit

6. _____

CAUTION: ELECTRICAL HAZARDS EXIST

Tighten electrical contacts (POWER OFF)
ADVISE FIRE DEPARTMENT AND CENTRAL STATION PRIOR TO TESTS

Remove trash, clean drains and gutters

Tighten electrical contacts (POWER OFF)

Change gear box oil if needed

Meg windings and record readings, if equipped

Check compressed air filter

CONNECTIONS.

TENANTS MUST BE NOTIFIED (1) WEEK NOTICE OF SHUT DOWN.

Change/clean air filter as needed

Test starter sequence for proper operation
Have tubes eddy current tested every 5 years or sooner

Check tightness of bolts, mounts, etc.

Test low pressure start switch

Check drain and wipe equipment clean