Preventative Maintenance Matrix

Equipment Type	Weekly Maintenance	Semi-Monthly Maintenance	Monthly Maintenance	Quarterly	Semi-Annual Maintenance	Annual Maintenance	24 Months
Air Handling Units			•Clean or replace air filters if clogged or dirty. •Relubricate fan bearings if necessary. •Check and adjust fan belt tension.		*Check fan bearing grease line connections. *Check bearing and motor bracket bolt torque and bearing setscrew torque. *Align fan and motor sheaves. *Tighten electrical connections. *Inspect coils for dirt build-up.	•Inspect the unit casing for corrosion. •Clean the fan wheels and fan shaft. •Inspect and clean drain pans. •Check damper linkages, set screws, and blade adjustment. •Clean damper operators. •Inspect electrical components and insulation. •Inspect wiring for damage. •Rotate the fan wheel and check for obstructions in the fan housing. •Lubricate motor bearings in accordance with motor manufacturer's recommendations. •Check condition of gasketing and insulation around unit, door and dampers. •Examine flex connections for cracks or leaks.	
Makeup Air Unit							
Chiller	•Check oil level in oil separator sight glass •Check liquid line sight glass / moisture indicator •Record system operating pressures and temperatures •Check condenser coils for dirt/debris and clean if necessary			•Check programmable operating setpoints and safety cutouts and ensure they are correct for particular application •Check compressor and cooler heaters for operation	•Check compressor superheat on evaporator and economizer TXV's; Check condenser and economizer subcooling •Leak check the chiller	•Sample compressor oil and replace oil if necessary •Disconnect power source and lock out; Check tightness of power wiring connections	
Boiler					•Inspect Spark Igniter •Inspect Flame Detector •Check Combustion Calibration •Inspect Condensate Drain Traps	•Inspect Spark Igniter •Inspect Flame Detector •Check Combustion Calibration •Inspect and Clean Condensate Drain Traps	•Replace Spark Igniter •Replace Flame Detector •Inspect Burner
Door Heater							
Pumps			•Check bearing temperature with a thermometer, not by hand.	•Check the oil on oil lubricated units. •Check grease lubricated bearings for saponification. This condition is usually caused by the infiltration of water or other fluid passing the baring shaft seals and can be noticed immediately upon inspection, since it gives the grease a witish color. •Wash out the bearings with a clean industrial solvent and replace the grease with the proper type as recommended.	•Check the packing and replace if necessary. •Take vibration readings on the bearing housings. •Check shaft or shaft sleeve for scoring. •Check alignment of pump and motor. •Inspect all piping supports for soundness and effective support of load.	•Remove the upper half of the casing. Inspect the pump thoroughly for wear, and order replacement parts if necessary. •Check wear ring clearances. See Engineering Data Section for standadr clearances. •Remove any deposit or scaling. Clean out stuffing box piping.	