

? Start Page Maintenance Task Sheets PMP Task Checklists		PREVENTIVE MAINTENANCE PLAN Consolidated PMP Task Checklist TASK PERFORMANCE CHECKLIST					Task Completion Auditing		
Task Number	Preventive Task Description	Task Frequency					Performed By:	Date	Approved By:
		Monthly	Quarterly	Semi-Annually	Annually	Other			
Air Handling Units									
Unit Cabinet									
237413.x.1.1	Clean exterior of air handler cabinet.								
237413.x.1.2	Inspect doors, handles, latches and hinges for proper operation.								
237413.x.1.3	Inspect door gaskets for damage and proper seal.								
237413.x.1.4	Inspect panels for damage.								
237413.x.1.5	Inspect air hoods and air louvers for damage and debris.								
237413.x.1.6	Inspect bird screens for damage, dirt and debris.								
Fans									
237413.x.2.1	Clean fan housing segment and fan assembly (supply, return, exhaust).								
237413.x.2.2	Check fan housing, wheel, shaft, frame, inlet vanes and bearings for damage, wear, loose parts, dirt and debris.								
237413.x.2.3	Check fan base, vibration isolators and thrust restraints for damage, wear, loose parts, dirt and debris.								
237413.x.2.4	Check flex connector for damage and wear.								
Filters									
237413.x.3.1	Check the cleanliness of the filters and replace or clean as required.								
237413.x.3.2	Check filter frames (filter tracks) for residual contaminants and clean as necessary.								
237413.x.3.3	Verify filter gauge and/or switch function properly.								
Drive Assembly									
237413.x.4.1	Check drive kit for damage, loose parts, wear, and dirt.								
237413.x.4.2	Check belt tension and sheave alignment.								
237413.x.4.3	Lubricate fan bearings.					See IOM Tables			
237413.x.4.4	Check condition of extended lubrication lines when present.								
Motors									
237413.x.5.1	Check adjustable fan motor base and mounting hardware for loose parts or damage.								
237413.x.5.2	Check motor for leaking bearing seals.								
237413.x.5.3	Check motor for external housing or shaft damage.								
237413.x.5.4	Check for dirt, dust & debris in air vents on motor's cooling fan housing.								
Coils									
237413.x.6.1	Clean heating, cooling, and dehumidification coils.								
237413.x.6.2	Clean condensate drain pan, trap, drain line and adjacent wetted surfaces.								
237413.x.6.3	Check priming of the condensate drain trap								
Controls									
237413.x.7.1	Check, clean and calibrate controls.								
Hydronic Pumps									
Pump									
232123.x.1.1	Check pump seal for leakage								
232123.x.1.2	Check discharge and suction pressure gauges								
232123.x.1.3	Check pump bearings for noise or wear								
Drive Assembly									
232123.x.4.1	Check pump coupling for wear or damage.								
232123.x.4.2	Check coupling alignment.								
Motor									
232123.x.5.1	Check pump motor base and mounting hardware for loose parts or damage.								
232123.x.5.2	Check motor for leaking bearing seals.								
232123.x.5.3	Check motor for external housing or shaft damage.								
232123.x.5.4	Check for dirt, dust & debris in air vents on motor's cooling fan housing.								
Controls									
232123.x.7.1	Check operation of VFD (if equipped)								
Water Circulating Loop									
232123.x.10.1	Check piping system for leaks								
Electrical Service									
232123.x.11.1	Check wiring connections and conduits for wear or damage.								
232123.x.11.2	Perform motor amperage reading and record								

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Boilers															
Unit Cabinet															
235216.x.1.1	Check boiler area to ensure materials are not stored near or next to boiler.														
235216.x.1.2	Check Temperature/Pressure Gauge.														
235216.x.1.3	Check for water leaks.														
235216.x.1.4	Observe operation of boiler during heating cycle. Record and report any abnormal operational conditions.														
235216.x.1.5	Inspect interior of cabinet, clean and vacuum as necessary.														
235216.x.1.6	Check condensate drain line for blockage.														
235216.x.1.7	Clean condensate trap and re-prime.														
Fans															
235216.x.2.1	Clean blower wheel														
Controls															
235216.x.7.1	Measure flame detector signal, (7 Micro-Amps at high fire)														
235216.x.7.2	Perform Start-Up checkout procedure.														
235216.x.7.3	Check control settings														
235216.x.7.4	Check wiring and connections														
Hot Water Piping															
235216.x.10.1	Check system expansion tank														
235216.x.10.2	Check boiler water piping for leaks														
235216.x.10.3	Check automatic air vents for leakage or damage.														
Vent Combustion Air Piping															
235216.x.14.1	Check Vent Piping Integrity. Check for leaks, cracks, or damage.														
235216.x.14.2	Check Combustion Air Piping Integrity. Check for cracks or damage.														
235216.x.14.3	Check Vent and Combustion Air termination screens for blockage, debris, or damage.														
Fuel Piping															
235216.x.16.1	Check boiler natural gas piping for leaks														
Burner															
235216.x.17.1	Remove and clean burner														
235216.x.17.2	Clean heat exchanger														
235216.x.17.3	Check ignition and flame sense.														
235216.x.17.4	Inspect flame for stability and uniformity.														
Safeties															
235216.x.18.1	Check pressure relief valve for leakage or damage.														
235216.x.18.2	Operate pressure relief valve. Check to see if valve closes and seals after operation.														
235216.x.18.3	Check low water cutoff switch.														
235216.x.18.4	Check low water reset switch.														
Chillers															
Unit Cabinet															
236426.x.1.1	Check the integrity of the unit cabinetry, access doors, and mounting and anchoring hardware.														
236426.x.1.2	Check for dirt or moisture inside the Control Panel.														
236426.x.1.3	Check Door Gasket sealing integrity.														
236426.x.1.4	Inspect unit for water leaks.														
Fans															
236426.x.2.1	Check operation of condenser fans.														
236426.x.2.2	Inspect fans for loose or missing fan blades.														
236426.x.2.3	Inspect fan blade guards.														
Motors															
236426.x.5.1	Inspect condenser fan motor's mounting and operation.														
236426.x.5.2	Inspect condenser fan motors for bearing noise.														
Coils															
236426.x.6.1	Check Condenser Coils for dirt / debris and clean as necessary.														
236426.x.6.2	Perform coil cleaning and passivation.														
Controls															

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236426.x.7.1	Check Programmable Operating Set points and Safety Cutouts. Assure they are correct for the application.								
Compressors									
236426.x.8.1	Check Oil Level in Oil Separator Sight Glass								
236426.x.8.2	Check Liquid Line Sight Glass/Moisture Indicator								
236426.x.8.3	Record System Operating Temperatures & Pressures								
236426.x.8.4	Check Compressor and Evaporator Heater operation								
236426.x.8.5	Check Superheat on the Evaporator and the Economizer feed to the Compressor								
236426.x.8.6	Check Condenser Sub-cooling								
236426.x.8.7	Leak check the Chiller								
236426.x.8.8	Sample Compressor Oil, check for Acid, and replace if necessary.								
236426.x.8.9	Disconnect Power Source and Lock Out. Check tightness of Power Wiring connections.								
Water Circulating Loops									
236426.x.10.1	Check Glycol concentration on Low Temp. or other applications where freezing may be a problem.								
236426.x.10.2	Glycol Change								
Exhaust Fans									
Unit Cabinet or Housing									
233423.x.1.1	Inspect housing bolts, setscrews, and fasteners for tightness. Tighten or replace as necessary.								
233423.x.1.2	Inspect housing for cleanliness. Clean exterior surfaces.								
233423.x.1.3	Remove dust and grease in motor housing.								
Fans									
233423.x.2.1	Inspect propeller and air inlets for dirt and material build-up. Clean as required.								
233423.x.2.2	Lubricate fan bearings.						See IOM Tables		
Drive Assemblies									
233423.x.4.1	Inspect belt for wear and alignment. Replace worn belts and adjust alignment and tension as needed. Re-tension belts after 24 hours of operation.								
233423.x.4.2	Check drive sheaves for wear and alignment. Replace and re-align worn sheaves.								
Motors									
233423.x.5.1	Inspect motor for bearing noise or vibration.								
233423.x.5.2	Inspect motor cooling fan inlet for blockage or debris. Clean as necessary.								
233423.x.5.3	Lubrication not needed for the first 10 years but can be lubricated after 3 years (Except Propeller Upblast EF).						3 Years		
Electrical Service									
233423.x.11.1	*Inspect all electrical conduits connections to ensure tightness.								
233423.x.11.2	*Inspect wiring connections to motor leads.								
233423.x.11.3	*Perform and record motor amperage readings while motor and fan are operational.								
VAV Air Terminals									
Unit Cabinet or Housing									
233600.x.1.1	Clean interior and exterior of terminal housing						As Needed		
233600.x.1.2	Check ductwork connections for air leakage								
233600.x.1.3	Check water connection for leakage								
Coils									
233600.x.6.1	Measure pressure drop across coils and record								
233600.x.6.2	Clean coils						As Needed		
Controls									
233600.x.7.1	Check Building Automation System display for space temperature and set point								
233600.x.7.2	Check the operation of thermostat control								
233600.x.7.3	Check operation of control damper operator								
233600.x.7.4	Check operation of reheat coil valve operator								
Fan Coil Units									

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Unit Cabinet or Housing									
238219.x.1.1	Clean exterior of air handler cabinet.								
238219.x.1.2	Inspect doors, handles, latches and hinges for proper operation.								
238219.x.1.3	Inspect door gaskets for damage and proper seal.								
238219.x.1.4	Inspect panels for damage.								
Fan									
238219.x.2.1	Clean fan housing segment and fan assembly (supply, return, exhaust).								
238219.x.2.2	Check fan housing, wheel, shaft, frame, inlet vanes and bearings for damage, wear, loose parts, dirt and debris.								
238219.x.2.3	Check fan base, vibration isolators and thrust restraints for damage, wear, loose parts, dirt and debris.								
Coils									
238219.x.6.1	Clean heating, cooling, and dehumidification coils.								
238219.x.6.2	Clean condensate drain pan, trap, drain line and adjacent wetted surfaces.								
238219.x.6.3	Check priming of the condensate drain trap								
Controls									
238219.x.7.1	Check operation and calibrate sensors								
238219.x.7.2	Review FCU overview screen on BAS								
Convectors									
Unit Cabinet or Housing									
238233.x.1.1	Inspect unit housing and clean as necessary.								
Coils									
238233.x.6.1	Inspect coil fins for dirt and debris, clean as necessary								
238233.x.6.2	Inspect piping system for leaks and corrosion								
Controls									
238233.x.7.1	Check operation of unit controls								
Unit Heaters									
Unit Cabinet or Housing									
238239.x.1.1	Inspect unit housing and clean as necessary.								
Coils									
238239.x.6.1	Inspect coil fins for dirt and debris, clean as necessary								
238239.x.6.2	Inspect piping system for leaks and corrosion								
Controls									
238239.x.7.1	Check operation of thermostat								
Ductless Split Systems									
Unit Cabinet or Housing									
	Inspect unit housing for damage and cleanliness, clean as required								
Filters									
	Check the cleanliness of the filters and replace or clean as required.								
	Check filter frames for residual contaminants and clean as necessary.								
Fans									
	Clean condenser (outdoor) fan housing segment and fan assembly								
	Check condenser (outdoor) fan housing, wheel, shaft, frame, inlet vanes and bearings for damage, wear, loose parts, dirt and debris.								
	Clean evaporator (indoor) fan housing segment and fan assembly								
	Check evaporator (indoor) fan housing, wheel, shaft, frame, inlet vanes and bearings for damage, wear, loose parts, dirt and debris.								
Compressor									
	Check operation of compressor, check for excessive noise, vibration or overheating								
	Check compressor for signs of refrigerant leakage								
Coils									
	Inspect condenser(outdoor) coils for cleanliness, damage, and sign of refrigerant leakage								

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	Inspect evaporator(indoor) coils for cleanliness, damage, and sign of refrigerant leakage												
	Inspect coils for cleanliness, damage, and sign of refrigerant leakage												
	Inspect condensate (indoor) drain pan for debris or pluggage,												
Controls													
	Check operation of thermostat and fan controls												
Duct Heaters													
Unit Cabinet or Housing													
	Inspect unit housing and clean as necessary.												
Coils													
	Inspect coil fins for dirt and debris, clean as necessary												
	Inspect piping system for leaks and corrosion												
Controls													
	Check operation of controls and sensors.												
Fire Alarm System													
Periodic													
283111.1.19.1	Visual inspection of all fire sprinkler devices connected to the alarm. This includes water flow switches and valve tamper switches.												
283111.1.19.2	Smoke Detector Cleaning: as test results require. Many newer fire alarm panels are capable of issuing maintenance alerts and adjusting sensitivity as the detector becomes dirtier. Both of these features reduce false alarms.							As Test Results Require					
283111.1.19.3	Visual inspection of panel trouble signal led's.							Weekly					
283111.1.19.4	Test & visual inspection of panel functionality, LED's, fuses, etc...												
283111.1.19.5	Test of fire pump monitored points (loss of phase, phase reversal, pump running etc...)												
283111.1.19.6	Test batteries - load voltage												
283111.1.19.7	Test of sprinkler waterflow switches (flow water or manually trip flapper)												
283111.1.19.8	Test of sprinkler valve tamper switches (operate valves)												
283111.1.19.9	Visual inspection lead-acid battery (swelling or loose connections)												
283111.1.19.10	Test panel battery charger												
283111.1.19.11	Battery discharge test												
283111.1.19.12	Test & visual inspection of horns, strobes, chimes, & bells etc...												
283111.1.19.13	Test & visual inspection of smoke detectors												
283111.1.19.14	Test & visual inspection of heat detectors												
283111.1.19.15	Test & visual inspection of duct smoke detectors												
283111.1.19.16	Test & visual inspection of Electromechanical Releasing Devices (Solenoid)												
283111.1.19.17	Test & visual inspection of Voice Evacuation equipment												
283111.1.19.18	Replace sealed lead-acid batteries every 5 years or as test results require.							5 Years or as Test Results Require					
283111.1.19.19	Replace smoke & heat detector.							10 Years					
Fire Extinguishers													
Periodic													
104416.x.23.1	Ensure extinguisher is located in designated place.												
104416.x.23.2	Ensure there is no obstruction to access or visibility												
104416.x.23.3	Check to see if operating instructions are on nameplate and facing outward.												
104416.x.23.4	Inspect seals and tamper indicators and make sure they are not broken or missing.												
104416.x.23.5	Check fullness by weighting or hefting.												
104416.x.23.6	Examine for obvious physical damage, corrosion, leakage, or clogged nozzle.												
104416.x.23.7	Check to ensure pressure gauge readings in the operable area.												
104416.x.23.8	Clean extinguisher												
104416.x.23.9	Inspection name plate and U/L manifest are securely fastened and legible												
104416.x.23.10	Inspect the cylinder for corrosion, abrasion, dents or weld damage.												
Hydrostatic Test													
104416.x.23.11	Perform Hydrostatic Pressure Test and Inspection							Every 12 Years					

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Fire Hydrants									
Periodic									
211000.1.22.1	Inspect paint, caps , chains, etc.								
211000.1.22.2	Check aquaphone for valve leakage								
211000.1.22.3	Flush out the hydrant lateral and hydrant itself								
211000.1.22.4	Add lubricant to cap threads if needed								
Pressure Test									
211000.1.22.5	Pressure test entire hydrant								
Post Indicator Valves									
Periodic									
211000.1.22.6	Test condition and operation of tamper switch								
211000.1.22.7	Observe position flag to ensure valve is open								
211000.1.22.8	Lubricate operating stem nut								
Fire Doors									
Periodic									
083323.1.21.1	Inspect for Bent Bottom Bars, damaged Slays, pinched Guides, dented or missing Hood, Fuse Links, release Holders, Smoke Detectors and Raceways.								
083323.1.21.2	Check all- Wall Attachment Bolts, Guide Assembly Bolts, Bracket Attachment Bolts, Set Screw on Gears and Sprockets, Tension Wheel Secure and Keys Secure								
083323.1.21.3	Check Operating Assembly, Governor Assembly and Barrel Assembly								
083323.1.21.4	Lubricate all Pivot Joints, Shafts and Roller Chains								
083323.1.21.5	Check Operation, Spring Tension, and Balance								
083323.1.21.6	Inspect and test drop.								
Generator									
Unit Cabinet or Housing									
263213.x.1.1	General set inspection.								
263213.x.1.2	Check all hardware (fittings, clamps, fasteners, etc.)								
263213.x.1.3	Check generator radiator air inlet								
263213.x.1.4	Check generator air outlet								
Drive Assemblies									
263213.x.4.1	Check drive belt								
Electrical Service									
263213.x.11.1	Check Operation of auto transfer switches.								
Engine									
263213.x.15.1	Check engine oil level								
263213.x.15.2	Check coolant level								
263213.x.15.3	Check coolant heater(s)								
263213.x.15.4	Check radiator hoses for wear and cracks								
263213.x.15.5	Check air cleaner (replace as necessary)								
263213.x.15.6	Drain fuel filter(s)								
263213.x.15.7	Check anti-freeze and DCA concentration								
263213.x.15.8	Change engine oil and filter								
263213.x.15.9	Change water coolant filter								
263213.x.15.10	Clean crankcase breather								
263213.x.15.11	Change fuel filter								
263213.x.15.12	Clean cooling systems								
Safeties									
263213.x.18.2	Test rupture basin leak detect switch								
Batteries									
263213.x.30.1	Check battery charging system								
263213.x.30.2	Check battery electrolyte level								
Auto Transfer Switches									
Inspection and Cleaning									

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263600.x.11.1	Inspect switch for any accumulation of dust , dirt or moisture. If necessary clean by using a vacuum or wiping with a dry cloth or soft brush. (DO NOT USE A BLOWER)					I							
263600.x.11.2	Remove transfer switch barriers and check the condition of the contacts. Any surface deposits must be removed with a clean cloth. (DO NOT USE EMERGENCY CLOTH OR A FILE)					I							
263600.x.11.3	Inspect contacts. If contacts are pitted or worn excessively, replace the contacts.					I							
263600.x.11.4	Inspect mechanical integrity to verify there are no loose, broken or badly worn parts.					I							
263600.x.11.5	Inspect the operating mechanism of the transfer switch to verify debris has not contaminated the mechanism. Clean and lubricate with Lubriplate 105.					I							
Testing													
263600.x.19.7	Test the system periodically under load conditions on a schedule acceptable to the authority having jurisdiction (AHJ). The test shall be conducted or witnessed by the AHJ.					I	Coordinate with the AHJ.						
Battery													
263600.x.30.6	Replace the CDT battery.						3-5 Years						
Electrical Panels													
Unit Cabinet or Housing													
262416.x.1.1	Inspect Power Panel Housing, Door, Latch, Lock, Etc.					I							
262416.x.1.2	Inspect Power Panel to ensure panel labeling is intact and is decipherable.					I							
262416.x.1.3	Check to ensure panel legend card is inside panel cabinet.					I							
Electrical Service													
263213.x.11.1	Check panel for tripped circuit breakers (DO NOT RESET TRIPPED BREAKERS UNTIL CAUSE IS DETERMINED)					I							
263213.x.11.2	Perform Line Side Ampere readings and record.					I							
Variable Frequency Drives													
Unit Cabinet													
237413.1.1	Check for dustiness, corrosion and temperature.					I							
237413.1.2	Clean exterior of drive cabinet.						As Needed						
Fans													
237413.2.1	Replace enclosure fan.						6 years						
237413.4.1	Replace drive module fan.						6 years						
Filters													
237413.3.1	Check and replace enclosure inlet air filter.		I										
237413.3.2	Check and replace exhaust air filter.			I									
Controls													
237413.7.1	Check and clean heat sink.			I									
237413.7.2	Inspect Tightness of terminals.						6 years						
237413.7.3	Inspect Quality of supply voltage.					I							
237413.7.4	Replace OITF+ flat cables.						9 Years						
237413.7.5	Replace Electrolytic capacitors (DC circuit).						9 Years						
237413.7.6	Replace battery in assistant control panel						10 Years						
237413.7.7	Replace capacitor.						10 Years						
Theatrical Rigging													
Pipe Battens													
116113.1.20.1	Inspect all pipe splice connections and tighten if necessary.					I							
116113.1.20.2	Repair or replace bent or damaged pipes as they occur.						As needed.						
116113.1.20.3	Perform Visual Inspection of Pipe Battens	I											
Trim Chains													
116113.1.20.4	Adjust trim chains as the cables stretch.					I							
116113.1.20.5	Replace damaged chains, shackles or quick links as necessary.					I							
116113.1.20.6	Perform Visual Inspection of Trim Chains	I											
Wire Rope													

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116113.1.20.7	Check all connections.								
116113.1.20.8	Check for signs of wear and or damage.								
116113.1.20.9	Replace cable that is worn or damaged.					As needed.			
116113.1.20.10	Perform Visual Inspection of Wire Ropes								
Hand Line Rope									
116113.1.20.11	Check both connections on top and bottom of arbor.								
116113.1.20.12	Perform Visual Inspection of Hand Line Ropes								
116113.1.20.13	Replace rope.					As needed.			
Counterweight Arbor									
116113.1.20.14	Check all bolted connections-tighten as required.								
116113.1.20.15	Make sure locking collars are locked down on top of counterweights.								
116113.1.20.16	Make sure counterweights have one spreader plate between weights every 2 feet								
116113.1.20.17	Perform Visual Inspection of Hand Line Ropes								
Lift blocks, Head blocks and Floor blocks									
116113.1.20.18	Visually check all blocks while someone else runs the counterweight set.								
116113.1.20.19	Look for any rubbing between the sheave and side plate or any unusual noise.								
116113.1.20.20	Check all bolted connections-tighten as required.								
116113.1.20.21	Perform Visual Inspection of Lift, Head and Floor Blocks								
Rope Lock									
116113.1.20.22	Check all bolted connections-tighten as required.								
116113.1.20.23	Make sure that the rope lock is properly adjusted and will hold the rope securely for a maximum 20 pounds out of weight condition.								
116113.1.20.24	Perform Visual Inspection of Rope Locks								
Performance Lift									
Motor									
116139.1.20.1	Inspect the SEW motor bearings are sealed and the grease content is adequate for the life of the bearing.								
Lubrication									
116139.1.20.1	Oil link chains					Or every 1000 Cycles			
116139.1.20.2	Grease linklift drive housing.								
116139.1.20.3	Change oil in planetary and bevel gear drives.					Every 2500 hours or 5 years			
116139.1.20.4	Grease flanged and pillow blocks ball bearings.								
116139.1.20.5	Lubricate gear couplings.								
116139.1.20.6	Lubricate universal joints drive shaft.								
116139.1.20.7	Lubricate guide rails.								
Inspections & Tests									
116139.1.20.8	Examine lift frame and drive components for any signs of excessive wear, distortion, of distress.								
116139.1.20.9	Check for any loose or missing fasteners.								
116139.1.20.10	Check gear reducers and bearings for any signs of leakage.								
116139.1.20.11	During lift operation, check for any unusual noises or vibrations.								
116139.1.20.12	Examine the control system for any loose or damaged wires or for signs of overheating.								
116139.1.20.13	Test all safety devices including the safe edge astragal must be tested.								
116139.1.20.14	Examine the limit switches to ensure that they are properly located, function correctly, and their fasteners are tight.								
116139.1.20.15	The ultimate travel limit switched are located at the extreme ends of the lift travel. Theses should be checked by forcibly tripping the limit switch while the lift is in motion.								
116139.1.20.16	The door interlock switched should be checked.								
Sump Pumps (2 Units)									
Pump Components									
221429.x.9.1	Visually Inspect for standing water and/or leaks.								
221429.x.9.2	Inspect the impellar, and clean or replace as required.								

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Maintenance Task Sheets				Task Frequency								
Task Number	Preventive Task Description	Monthly	Quarterly	Semi-Annually	Annually	Other	Performed By:	Date	Approved By:			
221429.x.9.3	Inspect the mechanical seals for cracks or excessive wear, and replace as required.											
Dock Leveler (1 Unit)												
Loading Dock Leveler Equipment												
111300.1.32.1	Inspect all parts. Replace worn or damaged parts.											
Hydraulic System												
111300.1.32.2	Ensure hydraulic power reservoir is filled to 1 inch below full level.											
111300.1.32.3	Inspect all parts. Replace worn or damaged parts.											
111300.1.32.4	Lubricate joints and hinge supports.											
Platform												
111300.1.32.5	Remove debris on and around leveler.											
111300.1.32.6	Inspect dock bumpers. Replace worn, torn, loose or missing bumpers.											
111300.1.32.7	Paint rusted surfaces.					As needed						
111300.1.32.8	Clean the hinge section of the lip and the platform.											
Electric Water Heater (1 Unit)												
Unit Cabinet												
223300.x.1.1	Clean accumulated sediment deposits from the tank by draining a few gallons of water from the water heater's tank through the drain valve.											
223300.x.1.2	Clean accumulated lime scale deposits with manufacturer's Un-Lime Professional Delimer. Replace gaskets, part no. 23789, at this time.											
223300.x.1.3	Remove any lint or dust that may block the free passage of air through the control compartment.											
223300.x.1.4	Remove or lift top cover to examine threads of fittings installed into tank for evidence of leakage.											
Electrical												
223300.x.11.1	Inspect all electrical connections at the service terminal block, fuse holders, contactors, thermostats and elements to verify all connections are tight.											
223300.x.11.2	Check all fuses (Electrical Disconnect and heater). Replace any fuses as required of same type as the originals.											
Relief Valves, Cathodic Protection												
223300.x.18.1	Check operation of relief valve by lifting the handle fully. The water released should be directed to a suitable drain to prevent injury or damage.											
223300.x.18.2	Inspect anode rod(s) and replace when more than 6" of core wire is exposed at either end of the rod.											
Heating Elements												
223300.x.19.1	Clean lime scale from the heating elements by scraping or soaking in a de-scaling solution. Care should be taken so the protective plating is not damaged.											
223300.x.19.2	Replace gasket whenever the heating element is removed from the tank for cleaning or replacement.											
223300.x.19.3	Inspect the System Sentinel System for unit L.E.D.s identifying the location of a non-functioning element.											
Fuel Fired Water Heater (1 Unit)												
Unit Cabinet												
223400.x.1.1	Clean accumulated sediment deposits from the tank by draining a few gallons of water from the water heater's tank through the drain valve.											
223400.x.1.2	Clean accumulated lime scale deposits with manufacturer's Un-Lime Professional Delimer.											
223400.x.1.3	Remove any lint or dust that may block the free passage of air through the control compartment.											
Blower												
223400.x.2.1	Inspect the inlet screen and blower wheel. Clean the inlet screen and blower wheel with a soft brush as needed.											
Vent and Combustion Air Piping												
223400.x.14.1	Check for obstructions and/or deterioration of vent piping and vent hood. Replace immediately where needed.											

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Maintenance Task Sheets		Task Frequency							
Task Number	Preventive Task Description	Monthly	Quarterly	Semi-Annually	Annually	Other	Performed By:	Date	Approved By:
223400.x.14.2	Clean vent pipe and vent hood screen of foreign material and soot. DO NOT REACH INSIDE THE VENT HOOD WHEN THE HEATER IS IN OPERATION.		I						
223400.x.14.3	Inspect the vent system and verify all joints are sealed. Reseal as required using Hi Temp Silicone sealer or equivalent.		I						
Relief Valves									
223400.x.18.1	Check operation of relief valve by lifting the handle fully. The water released should be directed to a suitable drain to prevent injury or damage.			I					
Heating Elements									
223400.x.19.1	Clean the heating elements by scraping or soaking in a de-scaling solution. Care should be taken so the protective plating is not damaged.				I				
223400.x.19.2	Replace gasket whenever the heating element is removed from the tank for cleaning or replacement.				I				
223400.x.19.3	Inspect the System Sentinel System for unlit L.E.D.s identifying the location of a non-functioning element.			I					