

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST HUMIDIFICATION SYSTEMS

SITE AND BLDG #: _____	MECHANIC SIGNATURE: _____	DATE: _____
LOCATION/RM #: _____	WO# _____	ASSET # _____
START TIME: _____		FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Review manufacturer's instructions.			
2	Turn off water supply for inspection.			
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
4	Use of work gloves may be necessary due to caustic residual mineral deposits.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Operate humidistat through its throttling range to verify activation, or deactivation of humidifier.			
2	As needed, clean and flush condensate pans, drains, water pans, etc. Remove corrosion, and repaint or recoat as needed. If a corrosion preventive chemical is used, ensure that it does not become a part of the indoor air by creating large amounts of volatile organic compounds or irritants. Check the Safety Data Sheet (SDS) to see what hazardous products are present. If hazardous products are present rinse very well before the system is returned to use. Ensure that the paint lead level is 0.06% or less.			
3	Check condition of heating element. Clean steam coils.			
4	Clean steam/water spray nozzles. Adjust/replace as needed.			
5	Inspect steam trap for proper operation.			
6	Inspect pneumatic controller for air leaks.			
7	Inspect water lines for leaks and corrosion. Tighten all connections and repair leaks.			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: