

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EVAPORATIVE COOLING SYSTEM**

SITE AND BLDG #: VA012

MECHANIC  
SIGNATURE: 

DATE: 5/6/25

LOCATION/RM #: WO# 18728 ASSET # 9033

START TIME: 12PM

FINISH TIME: 1PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times. Open, lock, and tag out electric circuits serving motors for the air handler, evaporative cooling fan (if equipped) and circulating pump.	●		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Examine structural elements including doors, chamber, piping, plates, supports, pans, sumps, and framing.	●		
2	Clean pump suction screens.	●		
3	Check pad distribution piping and clean as necessary. Replace as required.	●		
4	Check piping for blockage or buildup. Clean or replace as required.	●		
5	Check operation of float valve, mixing or automatic control valves and thermometers.	●		
6	Pumps and motors less than 1 HP will be serviced as part of this PM. Pumps and motors 1 HP and larger will be serviced using PM standard cards for the respective equipment. a. Clean and lubricate pump. Check and replace packing if applicable. b. Blow out or vacuum motor windings and lubricate if required.	●		
7	Remove tags and lockout from circuits for circulating pump only.	●		
8	Check with operating personnel before restoring circuits to the air handlers, to be certain personnel are not working on the unit.	●		
9	As applicable, pans and sumps should remain dry during winter operation. Tags should be removed from supply valves at the completion of this work, but the valves should be opened by operating personnel only when the unit is to be filled and placed in service.	●		

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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:** April Air Humidifier checks out well with no issues.  
-AS