

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

**SITE AND BLDG #: NY058-104**

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufac turer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	5802	10259	PM-QT-10259				J-12 1-pc Pressure Tank	
NY058-104	5803	10260	PM-QT-10260		GF-1A1A1B	qa-578	J-12 1-pc Glycol feed tank	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Schedule outage with operating personnel.	✓		
3	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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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:**



