

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**COOLING TOWER**

SITE AND BLDG #: VA011

190918-211

MECHANIC  
SIGNATURE: 

DATE: 06-27-22

LOCATION/RM #:

WO# 17747

ASSET #

START TIME: 0900

FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>Cooling Tower</b>				
1	Inspect Tower VFD - Record any display alarms	✓		
2	Clean cooling tower fills -Honeycomb appearance	✓		
3	Inspect sump water level controls - level float or level sensor	✓		
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors -VFD for Fan	✓		used bond chemicals to clean coils
5	Check Fan motor mounting for tightness.	✓		
6	Inspect fan drive belts -adjust or replace as needed -1/2" belt deflection	✓		
7	Check fan or blower for bent or damaged blades and imbalance.	✓		
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	✓		
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.	✓		
10	Drain -Flush and clean sump pan for tower -Refill sump after cleaning is completed -	✓		
11	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		
12	Redord AMP draw for Main drive fan motor	✓	L1	L2
13	Record AMP draw for Sump to top of tower circulation pump	✓	L1	L2
14	Check bearings for vibrations or unusual noises.	✓		L3
15	Inspect contactors for Fan motor and sump Motor	✓		
16	Report any rust or corrosion issues -Open CM	✓		

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17	Inspect heat trace system on cooling tower line sets -IF applicable	✓		
18	Confirm Chemical water treatment system is operating properly	✓		Located in main plant -Checked monthly by Bond Water Treatment
19	Record tower water conductivity level from controller in plant	✓		
20	Report and deficiencies and open a CM	✓		

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:**