

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
COOLING TOWER

SITE AND BLDG #: **VA011-01**MECHANIC
SIGNATURE: *Bob D*DATE: **11-3-19**

LOCATION/RM #:

WO# **11223**ASSET # **190918-211**START TIME: **9AM**FINISH TIME: **4PM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
Cooling Tower				
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			
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 L3
13	Record AMP draw for Sump to top of tower circulation pump			L1 L2 L3
14	Check bearings for vibrations or unusual noises.			
15	Inspect contactors for Fan motor and sump Motor			
16	Report any rust or corrosion issues -Open CM			

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		YES	NO	
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: