



HVAC and Mechanical Services

A COOLSYS Company

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MAINTENANCE SCHEDULE

TASKS *	WINTER	SPRING	SUMMER	AUTUMN
Verify proper operation.	X	X	X	X
<i>Condenser Fans</i>				
Lubricate motor and/or fan bearings.		X	X	
Check for security to shaft.		X	X	
Check for unusual bearing wear.		X	X	
Inspect for corrosion.		X	X	
Inspect fan blade.		X	X	
Check rain shields.		X	X	
Verify operation of all fans.		X	X	
<i>Condenser Coil</i>				
Inspect finned surfaces.	X	X	X	X
Inspect for damage.	X	X	X	X
<i>Filter Section</i>				
Change filters.(Pleated filters)	X	X	X	X
<i>Cooling Coil</i>				
Inspect coil.		X	X	
Inspect condensate pans and drains		X	X	
<i>Control Panel</i>				
Inspect and tighten all electrical connections.	X	X	X	X
Inspect contactors.	X	X	X	X
Clean contactors as required.	X	X	X	X
<i>Main Air Fan - Motor Assembly</i>				
Inspect blades.	X	X	X	X
Inspect bearings for excessive wear and end play.	X	X	X	X
Check bearings for excessive temperature and abuse.	X	X	X	X
Lubricate bearings.	AS NEEDED	AS NEEDED	AS NEEDED	AS NEEDED
Inspect drive couplings, pulleys and belts.	X	X	X	X
Adjust drive couplings, pulleys and belts.	X	X	X	X
Replace belt as needed. (Additional cost)	X	X	X	X
<i>Furnace Section - If Applicable</i>				
Inspect burner condition.	X			X
Inspect blower.	X			X
Inspect draft fan - if applicable.	X			X
Verify proper operation of draft fan.	X			X
Test operating controls.	X			X
Inspect combustion chamber- clean as required.	X			X
Check integrity of heat exchanger.				X

*Tasks are equipment specific.