

PREVENTATIVE MAINTENANCE PROJECT



**BUREAU
VERITAS**

prepared for

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BV PROJECT #:

163022.23R000-00A.360

DATE OF REPORT:

December 26, 2023

ON SITE DATE:

September 11-15, 2023

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1. Purpose

In 2023, BVNA performed a Facility Condition Assessment (FCA) for Plainfield Public Schools. Based on data collected during the Facility Condition Assessment, an inventory of facilities equipment was developed. This inventory included equipment of significant value and importance and with recurring maintenance requirements.

The purpose of this project is to define the recurring maintenance activities required to ensure the Plainfield Public Schools facilities equipment is maintained in a safe, reliable, and efficient condition. This includes identifying the specific maintenance tasks and frequency of each task for each type of equipment.

2. Methodology

2.1 Equipment Inventory

Based on data collected during the Facility Condition Assessment, an inventory of facilities equipment was developed. This inventory included equipment of significant value and importance and with recurring maintenance requirements. The inventory included equipment from the following building systems:

- Conveying
- Electrical
- Exterior Enclosure
- Fire Protection
- Food Service
- HVAC
- Landscaping
- Life Safety
- Plumbing

A complete list of the equipment can be found in Section 7 of this report.

2.2 Preventive Maintenance Schedules

BVNA maintains a library of preventive maintenance schedules for common facilities equipment based on manufacturers' recommendations, code requirements and best practices. The preventive maintenance schedules contain the specific maintenance tasks and frequencies for each type of equipment. The schedules that apply to the equipment in the equipment inventory, developed as part of this project, are included in Section 6 of this report.

3. Equipment Preventive Maintenance Labor Requirements

BVNA includes estimated labor hours in each preventative maintenance (PM) schedule to provide a summary of estimated labor requirements.

3.1 Basis for BVNA Labor Estimates

BVNA Corp. has a division that has been providing contract building maintenance and operations services to governmental agencies for over 25 years. BVNA uses labor hour estimates for PM tasks that are based on its experience and verified against such standards as RS Means, Whitestone Research, and GSA-published estimates.

3.2 Travel Time

BVNA The estimated number of FTE required for each craft is shown below in Table 4 (*Table 4-Estimated Full-Time Employees Required*).

Labor estimates are based on the presumption that the maintenance staff is located at the same location where the work is being done. Travel time, other than accounting for a short walk to the work location, is not accounted for in BVNA's estimates. Depending on how the client intends to staff the maintenance shop, travel times may need to be added into the labor estimates.

3.3 Preventive Maintenance Labor Estimate Summary

Table 1, below, includes a summary of the annual estimated labor requirements to complete the PM tasks included in the Preventive Maintenance Program developed by BVNA for the Plainfield Public Schools.

Table 1-Estimated PM Labor Hours

Equipment Classification	Annual Estimated Labor Hours for Preventive Maintenance (Travel Time Not Included)
Conveying	144
Electrical	330
Exterior Enclosure	107
Fire Protection	368
HVAC	1495
Landscaping	7
Life Safety	90
Plumbing	46
Total	2722

3.4 Maintenance Staff Estimates

BVNA is able to estimate the required staffing levels for facilities maintenance personnel based on the annual estimated labor hours for preventive maintenance. The staffing estimate would include the total number of Full-Time Employees (FTE) required for each craft to complete all facilities maintenance (repairs and preventive maintenance) as well as non-maintenance activities typically performed by facilities maintenance personnel, room setup and contractor escort.

The total productive labor hours available for each employee were estimated to be 1,776 per year, as shown below in Table 2.

Table 2-Estimated Productive Hours per Full- Time Employee

Available Productive Hours Per Full-Time Employee	
Total Hours Per Year	2,080
Vacation Hours	120
Sick Hours	40
Training Hours	40
Holiday Hours	104
Available Productive Hours Per FTE	1,776

The percentages of productive hours that maintenance staff would spend performing different activities were then estimated based on industry experience. These estimates are shown below in Table 3.

Table 3-Estimated Usage of Labor Hours

Distribution of Productive Hours	%
Preventive Maintenance	37
Repairs	37
Other (Snow Removal, Room Setup, etc.)	16
Travel	10
Total	100

The number of FTE required for each craft was calculated using the following formula:

$$FTE = \frac{(\text{Estimated PM Labor Hours})}{((\% \text{ Productive Hours for PM}) / 100)(\text{Available Productive Hours})}$$

As an example, the number of FTE for HVAC is calculated as follows:

$$\llbracket FTE \rrbracket_{HVAC} = \frac{1495.25 \text{ Hours}}{(37 / 100)(1,776 \text{ Hours/FTE})}$$

$$\llbracket FTE \rrbracket_{HVAC} = 2.28$$

The estimated number of FTE required for each craft is shown below in Table 4.

Table 4-Estimated Full-Time Employees Required

Estimated Full-Time Employees Required	
Craft	Full-Time Employees
Conveying	0.22
Electrical	0.50
Exterior Enclosure	0.16
Fire Protection	0.56
Food Service	0.20
HVAC	2.28
Landscaping	0.01
Life Safety	0.14
Plumbing	0.07
Total	4.14



4. Equipment Summary

Table 5, below, shows the quantity of facilities equipment inventoried as part of the Facility Condition Assessment project. This equipment is sorted by equipment classification. Detailed equipment information may be found in Section 7.

Table 5- Equipment Summary

Location	Conveying	Electrical	Exterior Enclosure	Fire Protection	Food Service	HVAC	Landscaping	Life Safety	Plumbing
Early Childhood Center	1	3	5	3		21	1	1	5
Moosup Elementary	2	8	2	6	14	18	1	1	5
Plainfield Central Middle School	1	11	4	4	22	42	1	2	7
Plainfield High School	2	8	6	4	25	91	2	4	8
Plainfield Memorial School	1	4	3	4	16	21	1	1	4
Shepard Hill Elementary	1	8	6	8	18	32	1	1	8

5. Preventive Maintenance Summary

Table 6 below presents a summary of the PM Schedules for Plainfield Public Schools.

Table 6- Preventive Maintenance Summary

Classification/Type	Weekly	Monthly	Quarterly	Semi-Annual	Year	Yearly Test	3 Year
Conveying							
Elevator			X	X	X		
Wheelchair Lift		X					
Electrical							
Automatic Transfer Switch					X		
Panel					X		
Transformer					X		
Switchboard					X		
Generator		X			X		X
VFD					X		
Exit Lights		X			X		
Exterior Enclosure							
Overhead Door					X		
Roof					X		
Gate				X			
Fire Protection							
Backflow Preventer					X		
Fire Alarm System					X		
Pump	X		X		X	X	
Fire Suppression System		X		X			
Fire Alarm Panel					X		
HVAC							
Air Compressor			X		X		
Air Conditioner			X		X		
Air Handling Unit			X		X		
Boiler		X	X		X		
Building Automation System					X		
Exhaust Hood					X		
Fan				X	X		
Make Up Air Unit			X		X		
Pump			X		X		
Split System			X		X		
Unit Heater					X		
Unit Ventilator					X		
Cabinet Heater					X		



Classification/Type	Weekly	Monthly	Quarterly	Semi-Annual	Year	Yearly Test	3 Year
Fan Coil Unit			X		X		
Chemical Feed System					X		
RTU			X		X		
Exhaust Fan				X	X		
Expansion Tank					X		
Plumbing							
Backflow Preventer					X		
Pump			X		X		
Pump, Circulator			X		X		
Tank, Storage					X		
Water Heater, Electric					X		
Water Heater, Gas					X		
Drinking Fountain			X				
Irrigation Controller					X		
Sump Pump					X		
Life Safety							
Automated External Defibrillator		X					
Eye Wash	X						
Eye Wash / Safety Shower	X						
Landscaping							
Flag Pole					X		
Food Service							
Dishwasher			X				
Food Disposer				X			
Food Warmer			X				
Freezer			X				
Ice Machine				X			
Kettle			X				
Mixer			X				
Oven			X				
Reach-In Cooler			X				
Refrigeration Unit			X	X			
Slicer			X				
Steamer			X				
Walk-In Cooler			X	X			
Walk-In Freezer			X	X			
Compressor, Refrigeration			X		X		
Reach-In Freezer			X				



Classification/Type	Weekly	Monthly	Quarterly	Semi-Annual	Year	Yearly Test	3 Year
Ice Cream Machine				X			
Kitchen Hood				X			
Oven/Range			X				

6. Preventive Maintenance Schedules

Following are the preventive maintenance schedules recommended by BVNA for the facilities equipment included in this project. Each PM Schedule includes recommended tasks, frequency, and safety notes.

6.1 Classification: Conveying

6.1.1 Type: Elevator

(3 MO) Elevator PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Ride in the car to observe the operation of doors, leveling, smoothness, and door reopening devices at each landing. Listen for unusual noises in the car and in the hoist way.
3. Inspect and lubricate (as required) machinery, [pumps, piping, drive, valve (Hydraulic Elevators)], [sheaves, worm, gear, motor, brake (Electric Elevators)], selector, and controller.
4. Check and clean the door switch contacts.
5. Check the door speed control switches.
6. Check the condition of resistors and mounting assemblies.
7. Check the car top and hoistway for loose covers, vanes, or components.
8. Inspect the traveling cables for damage.
9. Inspect the counterweight rope for wear and lubrication (if equipped).
10. (Electric Elevators) Inspect the brake linings (as required)
11. (Electric Elevators) Inspect all ropes for wear and lubrication (do not lubricate the governor rope) - replace or lubricate the ropes if required. Clean the governor and hoist ropes. Inspect the rope hitches, fastenings, and shackles - equalize ropes if warranted.
12. (Electric Elevators) Check the car position sensor drive wheel.
13. (Electric Elevators) Check decelerations, advances, and accelerations to ensure all cars are matched.
14. (Electric Elevators) Inspect all parts of the safeties and adjust clearance between the safety jaws and guide rails.
15. (Electric Elevators) Clean all parts and lubricate the pivot points.
16. Clean area around the equipment and place it back into operation
17. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(6 MO) Elevator PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Complete comprehensive inspection in accordance with ASME A17.2.
3. (Electric Elevators) Check the clearances for governor tension sheave, counterweight-to-buffer (with car at top landing), and compensation sheave to pit. Check governor sheave fastenings.
4. (Electric Elevators) Check all of the timers in the system and reset if necessary.
5. (Electric Elevators) Inspect guide rails, cams, fastenings, and counterweights in hoist ways.
6. (Electric Elevators) Test all of the terminal limit switches. Lubricate the limit switch roller pins.
7. (Electric Elevators) Inspect the sheaves to verify that they are tight on the shafts, and sound their spokes and hubs with a hammer to inspect for cracks. Repair as necessary.
8. (Electric Elevators) Lubricate the guide shoe stems.
9. Clean area around the equipment and place it back into operation
10. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Elevator PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Conduct Category 1 tests (and Category 3 (Hydraulic Elevators) and Category 5 tests, if due).
3. (Hydraulic Elevators) Inspect the condition of the flexible hoses and replace as needed. Pressure hoses are required to be tested, inspected, and replaced according to the Code.
4. (Hydraulic Elevators) As required, test a sample of the hydraulic fluid for viscosity, color, contamination, foaming, and other pertinent properties specified by the equipment manufacturer. Drain and replace the fluid if the tests show it does not meet the requirements of the equipment manufacturer.
5. (Electric Elevators) Remove, clean, and lubricate the brake cores. Inspect the brake linings for wear - clean or replace if necessary. Adjust the brakes to wear evenly if necessary.
6. (Electric Elevators) Inspect the armatures of hoist motor and motor-generator (if equipped). Check the electrical connections. Drain, flush, and refill the oil reservoirs. Check the brushes for neutral settings and for proper quartering and spacing on the commutators. Reset if necessary. Lubricate the bearings. Vacuum the carbon and dust.
7. Clean the screens.
8. (Electric Elevators) Drain, flush, and refill the gearing lubricant.
9. (Electric Elevators) Check the compensation rope tension.
10. (Electric Elevators) Lubricate the sheave bearings and check for leaky seals.
11. Clean the guide rails with solvent to remove dirt, debris, or excess lubricant.
12. Test the car emergency light for required illumination.
13. Test and adjust dispatching, scheduling, and emergency service of the group supervisory control system (if equipped).
14. Clean the hoist way.
15. Vacuum the dust from controllers and relays.
16. Clean area around the equipment and place it back into operation
17. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.1.2 Type: Wheelchair Lift

(1 MO) Wheelchair Lift PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Visually inspect the unit for unusual wear or damage.
3. Operate the unit and ensure smooth operation throughout. Check unit for usual noise or vibration.
4. Check manufacturer's recommendation for additional maintenance items for specific unit.
5. Clean area around equipment.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.2 Classification: Electrical

6.2.1 Type: Automatic Transfer Switch

(1 YR) ATS PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated
ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Verify switch has been operating correctly during monthly testing.
3. De-energize, lockout / tagout unit.
4. Clean dust and dirt from all surfaces inside of enclosure.
5. Inspect contactors for pitting, wear or discoloration.
6. Lubricate mechanisms as required.
7. Inspect electrical wiring and connections; tighten loose connections.
8. Return unit to service.
9. Clean exterior with dry cloth.
10. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.2.2 Type: Exit Lights

(1 MO) Exit Lights PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Inspect for structural defects and verify mounting is secure.
2. Push test button and observe light operation for a minimum of 30 seconds.
3. Clean exterior with dry cloth.
4. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Exit Lights PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Inspect for structural defects and verify mounting is secure.
2. Turn off power to light and verify unit can run on battery for 90 minutes.
3. Inspect electrical wiring and connections; tighten loose connections.
4. Ensure there are no decorations, furnishings, or equipment that impair visibility of an exit sign.
5. Clean exterior with dry cloth.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.2.3 Type: Generator

(1 MO) Generator PM

Safety Notes:

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect exterior for damage, missing covers, missing bolts or open holes.
3. Check and record battery system specific gravity and voltage of the pilot cell of each battery.
4. Check level of electrolyte in batteries. Refill to proper level. Record amount of water used. Abnormal use of water indicates overcharging.
5. Equalize charge on batteries, if required.
6. Verify that battery charger is operating properly.
7. Record engine running time meter reading at start and end of test.
8. Check fan and alternator belts for condition and proper tension.
9. Simulate normal power failure from a "cold start" by use of the test switch in the automatic transfer switch or by opening normal power supply to the emergency power supply system. Observe and record time delay on start.
10. Run generator with at least 30% load (from building load or load bank) for a minimum of 30 minutes.
11. Record AC voltage, frequency, and amperage.
12. Record oil pressure, battery-charging rate, and water or air temperature after 15 minutes running time.
13. While unit is operating, thoroughly observe operation for any indication of defects or possible malfunctions.
14. Check exhaust system and muffler for leaks.
15. After unit has operated for 25 minutes, log the operation to show at least the following information: engine and generator speed in R.P.M., operating voltage, frequency, operating amperage, engine temperatures, engine oil pressure, hour meter readings.
16. Return test switch on ATS to normal or reestablish normal power supply at such time as will cause a minimum running time under load.
17. Record time delay on retransfer.
18. Record time delay on shutdown on units so equipped.
19. Verify that transfer switch normal position pilot light is illuminated and isolating switch is closed – standby (emergency) and system is set for automatic start and transfer.
20. Verify that all alarm pilot lights off.
21. After unit has been operated, check lubricant and coolant according to manufacturer's instructions.
22. Maintain engine log in Generator Room.
23. Clean generator room and remove all debris.
24. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Generator PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect exterior for damage, missing covers, missing bolts or open holes.
3. Check coolant freeze protection level (-32F), correct as needed.
4. Obtain sample of engine oil and coolant for test/analysis.
5. Inspect condition of coolant system hoses and clamps, replace as needed.
6. Inspect condition of jacket water heater hoses and clamps, replace as needed.
7. Inspect condition of fan v-belts for wear. Adjust tension or replace if needed.
8. Inspect condition of belt/pulley guards and fan cowling. Inspect for cracks, broken welds and loose items.
9. Inspect radiator and shroud for cleanliness and any obstructions, clean as needed. Check all fasteners and hardware for condition and security.
10. Inspect electrical wiring and connections, for looseness or damage.
11. Check air filter condition and cleanliness. Clean and replace as needed.
12. Check fuel/water separator, drain water and clean/replace filter if required.
13. Drain water and accumulated sediment from fuel storage tank if required.
14. Inspect general piping and valves for condition, loose or missing parts/hardware.
15. Inspect exhaust system for leaks, loose or missing hardware/fasteners on piping and support brackets. Check rain cap for security and correct open/close movement. Perform corrosion control as needed on silencer and piping system.
16. Inspect condition of air intake louvers. Check actuator motors and linkage for security and freedom of movement. Identify any loose or missing parts, correct as needed.
17. Visually inspect generator and windings for hardware security. Check for cleanliness, correctly clean as needed (only use low press air to prevent possible damage). Check condition and security of exciter assembly.
18. Inspect units control panel components and wiring for correct condition. Check termination points for security. Clean panels interior/exterior of any accumulated dust or dirt.
19. Clean generator room and remove all debris.
20. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(3 YR) Generator PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect exterior for damage, missing covers, missing bolts or open holes.
3. Change engine oil and filters per oil sample analysis or service hours.
4. Change fuel filters and water separator element.
5. Replace fan v-belts; adjust for correct tension.
6. Replace hoses and clamps on engine jacket water heater system.
7. Inspect/replace engine coolant system hoses/clamps.
8. Clean and flush radiator if needed per condition/coolant sample analysis.
9. Check water pump for condition and any leakage from weep hole or other area.
10. If required, add coolant extender to coolant system.
11. Check engine crankcase breather, clean element as needed.
12. Inspect governor linkage for condition/operation. Check oil level if required.
13. Lubricate unit fan drive/hub bearing as needed.
14. Check/test engine protective devices/controls for correct status and operation.
15. Clean generator room and remove all debris.
16. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.2.4 Type: Panel

(1 YR) Panel PM

Safety Notes:

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect exterior for damage, missing covers, missing bolts or open holes.
3. With panel energized, while wearing PPE appropriate for the arc flash potential of the equipment and with an escort, remove panel cover to expose the electrical connections.
4. Inspect electrical connections using a thermographic or infrared camera. For connections with temperature difference of 4 C to 15C compared to similar components under similar loading, repair as time permits. For connections with temperature > 15C schedule repair immediately.
5. Return unit to service.
6. Clean exterior with dry cloth.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.2.5 Type: Switchboard

(1 YR) Switchboard PM

Safety Notes:

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect exterior for damage, missing covers, missing bolts or open holes.
3. With gear energized, while wearing PPE appropriate for the arc flash potential of the equipment and with an escort, remove panel cover to expose the electrical connections.
4. Inspect electrical connections using a thermographic or infrared camera. For connections with temperature difference of 4 C to 15C compared to similar components under similar loading, repair as time permits. For connections with temperature > 15C schedule repair immediately.
5. Return unit to service.
6. Clean exterior with dry cloth.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.2.6 Type: Transformer

(1 YR) Transformer PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect exterior for damage, missing covers, missing bolts or open holes.
3. Identify the loads fed from the transformer. Review these loads with Operations to determine if and when the loads can be shut down so the transformer can be serviced.
4. De-energize, lockout and tagout transformer. While wearing PPE with the appropriate arc flash rating, use a digital multimeter to verify that the voltage has been removed.
5. Remove covers from transformer. Visually inspect transformer internal parts for condition, alignment, corrosion, evidence of tracking and dirt build up.
6. Clean any dust and dirt from transformer internal parts.
7. Re-install covers on transformer.
8. Remove lock and tags from transformer. Re-energize transformer.
9. Check that transformer is operating with no abnormal noises, smells, vibration or heat.
10. Ensure that any cooling fans, temperature switches, and alarms are functioning properly.
11. Perform infrared inspection on transformer. If hot spots are identified, schedule an outage of the transformer to perform corrective maintenance.
12. Clean exterior with dry cloth.
13. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.2.7 Type: VFD

(1 YR) VFD PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.
ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect exterior for damage, missing covers, missing bolts or open holes.
3. De-energize, lockout / tagout unit.
4. Clean dust and dirt from all surfaces inside of enclosure.
5. Inspect electrical wiring and connections; tighten loose connections.
6. Inspect components for damage or discoloration.
7. Return unit to service.
8. Clean exterior with dry cloth.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.3 Classification: Exterior Enclosure

6.3.1 Type: Gate

(6 MO) Gate PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Operate gate to verify smooth operation. Adjust and service as needed.
2. Inspect the base and supporting structures.
3. Visually inspect the rollers, fasteners, brackets and other gate hardware for proper alignment, proper tightness, and signs of damage, breakage, looseness, rust or wear. Moving parts should be lubricated and should not be squeaking.
4. Inspect electrical wiring and connections, for looseness or damage.
5. Verify that all safety systems, including photoeye and contact reversal function perform properly.
6. Touch up paint as needed.
7. Clean area around the equipment and place it back into operation
8. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.3.2 Type: Overhead Door

(1 YR) Overhead Door PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect general arrangement of door and mechanism, mountings, guides, wind locks, anchor bolts, counterbalance, weather-stripping, etc. Clean, tighten, and adjust as required. Make minor repairs as needed.
3. Inspect cables for frayed or broken strands or excessive rusting.
4. Inspect winding drum for tightness and proper tracking of cables.
5. Manually raise and lower door, noting that door tracks evenly and action of brake release, functioning of hand pulls, chains, sprockets, clutch, etc.
6. If equipped, inspect gearbox; change or add oil as needed.
7. Perform required lubrication. Remove old or excess lubricant.
8. Clean area around the equipment and place it back into operation
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.3.3 Type: Roof

(1 YR) Roof PM

Safety Notes:

Roof Fall Hazard - Work on roof exposes employee to fall hazard. Review the work to be done and the type and condition of the roof to be inspected and take precautions necessary to prevent falls.

Ladder Safety - Use correct ladder and use ladder as it is designed to be used. Inspect ladder prior to use. Maintain three points of contact with ladder at all times.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check ceilings and the underside of the deck for signs of water entry such as stained ceiling tiles, dry rot in a wooden deck, or rust in a steel deck. Note all deteriorated areas on your roof plan for comparison later on the roof.
3. Walk around the perimeter of the building. Check for cracks and signs of water entry into the walls, examine exterior drainage accessories such as downspout, scupper heads and gutters for signs of leakage. Mark the deficiencies on the roof plan and proceed to the roof.
4. Inspect roof drains. Clean all debris from roof drains and gutters.
5. Inspect all overflow drains, verify at correct height in relation to primary drains.
6. Check for ponding and plant growth (roof should drain within 48 hours of a rain fall.) Any accumulation of water (ponding) should be noted on the roof plan. Pay particular attention to areas near building air intakes.
7. Check for physical damage such as punctures, note location of patches, repairs and accumulation of debris especially near drains.
8. Check for wrinkles, buckles, bubbles and sponginess. Note exposure of bituminous coating due to loose or missing gravel.
9. Check all flashing for wind damage caulking and curling, and exposed edges. Check flashing fasteners for looseness and deterioration.
10. Check the condition of any joints, roof to wall joint in particular. Check the termination of roofing expansion joints at parapet walls. Be sure that water drains off the top of the coping and that it is well attached.
11. Check coping for deterioration, especially rusting, punctures and open seams in metal coping, and spalling or cracking in masonry coping.
12. Check that any installed equipment such as antennas, HVAC equipment and flagpoles are properly installed according to building codes, including necessary I-beam supports for heavy A/C equipment, and are flashed and secured to the building.
13. Refill pitch pockets.
14. Ballasted Roof - Check ballast (rock) for even spread; remove any with very sharp edges.
15. Shingle Type Roof - Check for exposed nails that may have worked loose from seams, shingles, and flashing. Check shingles for cracking, loss of coating, brittleness, and curling. On wood shingles check for cracks, looseness, and rotting.
16. Remove all trash, debris or unsecured material from roof and dispose of properly.
17. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.4 Classification: Fire Protection

6.4.1 Type: Backflow Preventer

(1 YR) Backflow Preventer PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

Task Instructions:

1. Backflow preventer should be tested annually by a certified tester and completed test form submitted to city.
2. Check unit for proper operation, leaks or damage.
3. Secure the incoming potable water line(s).
4. On reduced pressure zone Backflow preventers, perform the following tests in accordance with the manufacturer's specifications, using the appropriate test kit: (a) Test check valve number 2 for tightness against reverse flow. (b) Test gate valve number 2 for tightness. (c) Test check valve number 1 for tightness. (d) Test operation of pressure differential relief valve.
5. Service the first and second checks. CAUTION: If the check valve is spring loaded, do not remove the spring retainers. Consult the manufacturer's instructions for proper servicing. (a) Carefully remove screws, cover, and check. (b) Disengage the disc and spring assembly into individual components in accordance with manufacturer's instructions. Remove any embedded foreign objects, and inspect for corrosion, worn seals, etc. Clean or replace the assembly as required. (c) Clean or replace seals as necessary. Apply a light coating of manufacturer's specified and FDA approved lubrication prior to installation of seals. (d) Reassemble the check valve module in reverse order. (e) Repeat for second check.
6. Service the relief valve. CAUTION: Springs may be loaded. Strictly comply with manufacturer's instructions. (a) Remove bolts, cover, diaphragm, and relief valve piston assembly per manufacturer's instructions. (b) Clean or replace wiper seal, piston "O" ring, and relief valve disc as required. Apply appropriate lubricant to "O" ring per manufacturer's specifications prior to reinstallation. (c) Inspect bottom spring assembly. If defective, replace entire unit. Do not attempt to remove the spring.
7. Following the manufacturer's procedures, test and calibrate the device.
8. Clean area and remove all debris.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.4.2 Type: Fire Alarm Panel

(1 YR) Panel, Fire PM

Safety Notes:

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect the cabinet for damage (exterior and interior) including locks, door hinges, and plastic covers.
3. Check all lamps/LED's (including remote annunciators).
4. Check all fuses, verify proper rating.
5. Check power supply output voltage in normal and under load conditions for at least 5 minutes.
6. Check standby battery voltage under load for a minimum of five minutes (if required).
7. Check battery charge current (be sure it is within manufacturer's limits).
8. Verify trouble signals by opening all alarm and supervision circuits one at a time.
9. Verify ring back feature for systems using a trouble silencing switch which requires resetting.
10. When panel has disconnect and isolating switches, verify that each switch performs its intended function and a trouble signal is received when a supervised function is disconnected.
11. Verify for proper alarm on all input circuits.
12. Verify return to normal operation after each alarm circuit input.
13. Verify for proper reset (either automatic or manual) of the trouble signal when the circuits are closed.
14. Verify for proper contact closure and signal transmission for all panel modes of operation (trouble, alarm, ground, etc.).
15. When system has ground detection feature, verify that a ground fault indication is given whenever any installation conductor is grounded.
16. Verify transmission of signals to a 24 hour manned control station or central station: (a) Actuate an appropriate initiating device and verify that alarm signal is received at the off-premises location. (b) Create a trouble condition and verify that a trouble signal is received at the off-premises location. (c) Actuate a supervisory device and verify that a supervisory signal is received at the off-premises location.
17. Verify for proper operation and confirm proper identification for all remote annunciators. When provided, verify proper operation under a fault condition.
18. Test electrically operated release devices (control heads).
19. Inspect and test all initiating devices (smoke detectors, heat detectors, pull stations, etc.) as per manufacturers recommendations.
20. Inspect and test all Alarm Notification Appliances (horns, strobes, etc.) as per manufacturers recommendations.
21. Check modules in panel for signs of heat (discoloration) or deterioration. Check all meters in panel for proper operation and deflection.
22. Check standby batteries (if located in the panel) for signs of overcharging, heat, and leakage.
23. Clean interior of panel.
24. Return all circuits and subsystems to normal. Leave panel in normal operating condition with door locked.
25. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.4.3 Type: Fire Alarm System

(1 YR) Fire Alarm System PM

Safety Notes:

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect the cabinet for damage (exterior and interior) including locks, door hinges, and plastic covers.
3. Check all lamps/LED's (including remote annunciators).
4. Check all fuses, verify proper rating.
5. Check power supply output voltage in normal and under load conditions for at least 5 minutes.
6. Check standby battery voltage under load for a minimum of five minutes (if required).
7. Check battery charge current (be sure it is within manufacturer's limits).
8. Verify trouble signals by opening all alarm and supervision circuits one at a time.
9. Verify ring back feature for systems using a trouble silencing switch which requires resetting.
10. When panel has disconnect and isolating switches, verify that each switch performs its intended function and a trouble signal is received when a supervised function is disconnected.
11. Verify for proper alarm on all input circuits.
12. Verify return to normal operation after each alarm circuit input.
13. Verify for proper reset (either automatic or manual) of the trouble signal when the circuits are closed.
14. Verify for proper contact closure and signal transmission for all panel modes of operation (trouble, alarm, ground, etc.).
15. When system has ground detection feature, verify that a ground fault indication is given whenever any installation conductor is grounded.
16. Verify transmission of signals to a 24 hour manned control station or central station: (a) Actuate an appropriate initiating device and verify that alarm signal is received at the off-premises location. (b) Create a trouble condition and verify that a trouble signal is received at the off-premises location. (c) Actuate a supervisory device and verify that a supervisory signal is received at the off-premises location.
17. Verify for proper operation and confirm proper identification for all remote annunciators. When provided, verify proper operation under a fault condition.
18. Test electrically operated release devices (control heads).
19. Inspect and test all initiating devices (smoke detectors, heat detectors, pull stations, etc.) as per manufacturers recommendations.
20. Inspect and test all Alarm Notification Appliances (horns, strobes, etc.) as per manufacturers recommendations.
21. Check modules in panel for signs of heat (discoloration) or deterioration. Check all meters in panel for proper operation and deflection.
22. Check standby batteries (if located in the panel) for signs of overcharging, heat, and leakage.
23. Clean interior of panel.
24. Return all circuits and subsystems to normal. Leave panel in normal operating condition with door locked.
25. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.4.4 Type: Fire Suppression System

(1 MO) Fire Supp Sys PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check nozzles for damage, that nozzle caps (if installed) are in place, that nozzles are properly aligned for the hazard being protected.
3. Check for signs of physical damage to all system components. Have damaged components checked and replaced or repaired accordingly.
4. Check entire piping systems and cylinders for signs of leakage and adequate support.
5. Check cylinder pressures, if provided, for proper pressure. Service system if pressures are outside of operable range.
6. Check for grease accumulation on the fusible links and nozzles on systems protecting cooking equipment.
7. Check that manual system actuators are not obstructed.
8. Check that seals or tamper indicators are intact.
9. Verify that any detection system(s) used to activate the extinguishing system is operational.
10. Verify that there are no changes in the size or type of hazard being protected and that no alterations have been made to the equipment or room being protected.
11. Where total flooding extinguishing systems protect space, verify that all doors are not blocked and will be free to close with system activation.
12. Initial and date inspection tag.
13. Clean area around unit.
14. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



(6 MO) Fire Supp Sys PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. A six-month inspection should be performed by technician trained and experienced in the servicing of manufacturer's equipment.
3. Check for signs of physical damage to all system components. Have damaged components checked and replaced or repaired accordingly.
4. Check entire piping systems and cylinders for signs of leakage and adequate support.
5. Verify that each liquid fire suppressant tank is full. Inspect each tank nozzle and tank adapter for damage.
6. Remove blow off caps from nozzles. Inspect each blow off cap and replace if damaged.
7. Check for grease accumulation on each nozzles and apply clean silicone grease to nozzle orifice.
8. Follow manufacturer's recommendations for testing pull station actuation and automatic actuation.
9. Replace metal fusible links.
10. Verify that any detection system(s) used to activate the extinguishing system is operational. Inspect detector wiring.
11. Verify that there are no changes in the size or type of hazard being protected and that no alterations have been made to the equipment or room being protected.
12. Initial and date inspection tag.
13. Clean area around unit.
14. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.4.5 Type: Pump

(1 WK) Pump, Fire PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Verify pump room temperature not less than 40°F and clean with no miscellaneous storage.
3. Verify ventilating louvers free to operate.
4. Inspect piping for leaks.
5. Verify suction reservoir full (if required).
6. Verify pump suction, discharge and bypass valves fully open.
7. Start motor.
8. Check pump packing glands for slight discharge and adjust gland nuts if necessary to attain slight discharge.
9. Check packing boxes, bearings, and pump casing for overheating.
10. Check for unusual noise or vibration.
11. Record pump starting pressure and time pump runs after starting (for automatic stop controllers).
12. Record motor running time meter reading.
13. Verify controller pilot light (power on) illuminated and selector switch in Auto position.
14. Verify all alarm pilot lights off.
15. Check for proper supervisory signals.
16. Inspect circulation pressure relief valve, verify that sufficient water flows through the valve when the fire pump is at churn to prevent overheating.
17. Inspect pressure relief valve to ensure that the pressure downstream of the relief valve fittings in the fire pump does not exceed the pressure for which the system components are rated.
18. Check bearing oil level as required.
19. Verify jockey pump starts at appropriate pressure, as required.
20. Return unit to standby operation.
21. Clean area around unit.
22. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(3 MO) Pump, Fire PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise, or vibration.
3. Inspect piping and valves for leaks, damage, or deterioration.
4. Lubricate pump bearings as required.
5. Clean exterior of motor surfaces of soil accumulation.
6. Clean area around equipment.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



(1 YR) Pump, Fire PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition. **CHEMICAL HAZARD** - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise, or vibration.
3. Inspect piping and valves for leaks, damage, or deterioration.
4. Lubricate pump bearings, as required.
5. Clean exterior of motor surfaces of soil accumulation.
6. Using strobe scope, inspect coupling while pump is operating for looseness.
7. Measure and record motor amperage.
8. Remove unit from service. Lockout/tagout unit.
9. Check motor ventilation ports and cooling fan for soil accumulation, clean if necessary.
10. Check motor windings for accumulation of dirt or excess grease.
11. Check hold down bolts and grounding straps for tightness.
12. Inspect electrical wiring and connections, for looseness, or damage.
13. Meg motor and record findings.
14. Inspect coupling for wear, damage, or looseness.
15. Clean and repaint any corroded surface.
16. Return unit to service.
17. Lubricate motor bearings, as required. Remove filler and drain plugs. Free drain hole of any hard grease. Add correct type and amount of grease. Run motor for 15 minutes, wipe off excess grease at drain hole and reinstall drain plug.
18. Clean area around equipment.
19. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Fire Pump Test

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Test pump flow at churn, rated and peak flow (150% of rated capacity) and compare results with original acceptance testing or manufacturer pump curves.
2. While testing at churn (no flow) conditions, check pressure relief valve operation and circulation relief valve operation, as required. Continue test for 30 minutes.
3. At 100 % rated flow conditions record suction and discharge pressure readings, engine/pump speed in rpm. Observe any visible abnormality or alarms.
4. At 150 % rated flow conditions record suction and discharge pressure readings, engine/pump speed in rpm. Observe any visible abnormality or alarms.
5. Return unit to standby operation.
6. Clean area around unit.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5 Classification: Food Service

6.5.1 Type: Food Disposer

(6 MO) Food Disposer PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Operate disposer, verify smooth operation with no unusual noise or vibration.
3. Inspect unit for damage and leaks.
4. Clean area around the equipment and place it back into operation
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.2 Type: Freezer

(3 MO) Freezer PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Clean and inspect door gaskets for damage. Replace as required
3. Inspect drain tube for damage and make sure it is fitted correctly
4. Remove drawers and clean them. Clean inside the interior of the Refrigerator
5. Check the condenser fins and clear dust and debris as required.
6. Check door hinges for loose screws and lubricate if required
7. Clean area around the equipment and place it back into operation
8. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.5.3 Type: Kettle

(3 MO) Kettle PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Turn off and unplug unit. Inspect plug and wire for fraying or damage.
3. Clean interior and exterior using water and a cleaner
4. Clean area around the equipment and place it back into operation
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.4 Type: Kitchen Hood

(6 MO) Exhaust Hood PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check and clean grease off of duct interiors at connections to the hood.
3. Check and clean grease from duct interiors at access panels.
4. Check access panels for tight seal to prevent air leaks and for grease leaks. Clean, repair, and tighten seals as required.
5. Check and clean grease from all visible and accessible duct seams or joints.
6. Check hood exhaust fans for grease including exterior surfaces, fan housing, blades and protective grills or screens. Clean as required.
7. Check and clean building surfaces at the discharge end of the exhaust duct or exhaust fan housing.
8. Remove grease from interior surfaces of exhaust system ducts, including but not limited to horizontal and vertical shafts, fan and fan housing, and fan motor exterior (fan motor interior excluded).
9. Clean area around the equipment and place it back into operation
10. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.5 Type: Mixer

(3 MO) Mixer PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Turn off and unplug unit. Inspect plug and wire for fraying or damage.
3. Check parts and attachments for wear and abrasion and clean as required.
4. Clean area around the equipment and place it back into operation
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.5.6 Type: Refrigeration Unit

(3 MO) Refrigeration Unit PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check anti-skid strips for wear and damage and replace as necessary.
3. Check the area for spills and food. Clean as necessary.
4. Clean area around equipment.
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(6 MO) Refrigeration Unit PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided, if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure. **CONFINED SPACE** - All potential hazards should be locked out and tagged out before any body part enters the space. Review with supervision if hazards cannot be locked out prior to entry or if new hazards may be introduced as a result of the work to be done.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check anti-skid strips for wear and damage and replace as necessary.
3. Check the area for spills and food. Clean as necessary.
4. Verify indicator light is on; check compartment temperature.
5. Examine handles, hinges, and tightness of door closure.
6. Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.
7. Verify defrost cycle and timer operation.
8. Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off-Peak" hours.
9. During operation of unit, check refrigerant pressures and compressor oil level, add refrigerant and oil as required.
10. Remove unit from service. Lockout/tagout unit.
11. Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.
12. Check operation of thermostats; calibrate as required.
13. Clean coils, evaporator drain pan, fins, plates, blowers, fans, motors, intake screens, and drain piping as required; lubricate motor(s).
14. Inspect and service all electric motors.
15. Return unit to service.
16. Clean area around equipment.
17. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.5.7 Type: Steamer

(3 MO) Steamer PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Drain all water from the machine and turn off the chemical power switch
3. Refill the machine with water and add delimer to wash area
4. Turn on the wash switch and while the machine is working clean the exterior.
5. Drain all water from the machine and turn on the chemical power switch
6. Clean area around the equipment and place it back into operation
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.8 Type: Dishwasher

(3 MO) Dishwasher PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Drain all water from the machine and turn off the chemical power switch
3. Refill the machine with water and add delimer to wash area
4. Turn on the wash switch and while the machine is working clean the exterior.
5. Drain all water from the machine and turn on the chemical power switch
6. Clean area around the equipment and place it back into operation
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.9 Type: Food Warmer

(3 MO) Food Warmer PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Turn off and unplug unit. Inspect plug and wire for fraying or damage.
3. Clean interior of the warmer with a mild soap and water
4. Clean area around the equipment and place it back into operation
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.10 Type: Ice Cream Machine

(6 MO) Ice Cream Machine PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Verify daily lubrication of bearings beater shaft, drive shaft, and required rings.
3. Check electrical cord, receptacle, inlet plug, ground and off/on switch.
4. Inspect and lubricate casters.
5. Examine noise and vibration.
6. Examine the differential pressure pump. Check the "O" ring seal and replace if defective.
7. Test for proper soft serve ice cream texture.
8. Inspect wash kit faucet (single lever swing spout).
9. Check beater motor, clean and grease assembly.
10. Inspect gear reduce oil level and lubricate fan motor.
11. Examine pulley alignment, belt condition, and belt tension.
12. Clean area around the equipment and place it back into operation
13. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.11 Type: Ice Machine

(6 MO) Ice Machine PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Visually check for refrigerant, oil or water leaks. Inspect ice condition.
3. Inspect electrical wiring and connections; tighten loose connections.
4. Check all controls; adjust if necessary.
5. Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.
6. Check and clear ice machine draining system (drain vent, strainer and trap).
7. Examine condition of bin doors-closure, hinges, gaskets, handles and ease of slide; lubricate as required. Check storage bin condition.
8. Clean motor, compressor, and condenser coil.
9. Replace in-line water filter.
10. Lubricate all moving parts, pivot points, and fan motor.
11. Check lubrication of evaporator thrust bearings and chain drive.
12. Disassemble drum assembly, clean and/or replace seals, or examine gear motor auger section, dispenser drive assembly.
13. Replace gear box lubricant with proper oil.
14. Remove supply water screen from strainer and clean.
15. Lubricate water pump and components.
16. Check float valve in makeup tank.
17. Inspect water distribution holes in header.
18. Drain, flush, and clean water contact surfaces of the ice machine.
19. Clean area around the equipment and place it back into operation
20. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.12 Type: Oven

(3 MO) Oven PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Turn off and unplug unit. Inspect plug and wire for fraying or damage.
3. Check the ventilation and make sure it is clear of dust and debris.
4. Remove racks, clean and inspect for damage.
5. Check oven lamp bulb and replace if necessary
6. Clean area around the equipment and place it back into operation
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.13 Type: Oven/Range

(3 MO) Oven/Range PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Turn off and unplug unit. Inspect plug and wire for fraying or damage.
3. Check the ventilation and make sure it is clear of dust and debris.
4. Remove racks, clean and inspect for damage.
5. Check oven lamp bulb and replace if necessary
6. Clean area around the equipment and place it back into operation
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.5.14 Type: Reach-In Cooler

(3 MO) Reach-In Cooler PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Clean and inspect door gaskets for damage. Replace as required
3. Inspect drain tube for damage and make sure it is fitted correctly
4. Remove drawers and clean them. Clean inside the interior of the Refrigerator
5. Check the condenser fins and clear dust and debris as required.
6. Check door hinges for loose screws and lubricate if required
7. Clean area around the equipment and place it back into operation
8. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.15 Type: Reach-In Freezer

(3 MO) Reach-In Freezer PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Clean and inspect door gaskets for damage. Replace as required
3. Inspect drain tube for damage and make sure it is fitted correctly
4. Remove drawers and clean them. Clean inside the interior of the Refrigerator
5. Check the condenser fins and clear dust and debris as required.
6. Check door hinges for loose screws and lubricate if required
7. Clean area around the equipment and place it back into operation
8. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.16 Type: Slicer

(3 MO) Slicer PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Turn off and unplug unit. Inspect plug and wire for fraying or damage.
3. Check parts and attachments for wear and abrasion and clean as required.
4. Clean area around the equipment and place it back into operation
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.5.17 Type: Walk-In Cooler

(3 MO) Walk-In Cooler PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check anti-skid strips for wear and damage and replace as necessary.
3. Check the area for spills and food. Clean as necessary.
4. Clean area around equipment.
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(6 MO) Walk-In Cooler PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided, if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

CONFINED SPACE - All potential hazards should be locked out and tagged out before any body part enters the space. Review with supervision if hazards cannot be locked out prior to entry or if new hazards may be introduced as a result of the work to be done.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check anti-skid strips for wear and damage and replace as necessary.
3. Check the area for spills and food. Clean as necessary.
4. Verify indicator light is on; check compartment temperature.
5. Examine handles, hinges, and tightness of door closure.
6. Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.
7. Verify defrost cycle and timer operation.
8. Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off-Peak" hours.
9. During operation of unit, check refrigerant pressures and compressor oil level, add refrigerant and oil as required.
10. Remove unit from service. Lockout/tagout unit.
11. Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.
12. Check operation of thermostats; calibrate as required.
13. Clean coils, evaporator drain pan, fins, plates, blowers, fans, motors, intake screens, and drain piping as required; lubricate motor(s).
14. Inspect and service all electric motors.
15. Return unit to service.
16. Clean area around equipment.
17. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.5.18 Type: Walk-In Freezer

(3 MO) Walk-In Freezer PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check anti-skid strips for wear and damage and replace as necessary.
3. Check the area for spills and food. Clean as necessary.
4. Clean area around equipment.
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(6 MO) Walk-In Freezer PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided, if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

CONFINED SPACE - All potential hazards should be locked out and tagged out before any body part enters the space. Review with supervision if hazards cannot be locked out prior to entry or if new hazards may be introduced as a result of the work to be done.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check anti-skid strips for wear and damage and replace as necessary.
3. Check the area for spills and food. Clean as necessary.
4. Verify indicator light is on; check compartment temperature.
5. Examine handles, hinges, and tightness of door closure.
6. Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.
7. Verify defrost cycle and timer operation.
8. Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off-Peak" hours.
9. During operation of unit, check refrigerant pressures and compressor oil level, add refrigerant and oil as required.
10. Remove unit from service. Lockout/tagout unit.
11. Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.
12. Check operation of thermostats; calibrate as required.
13. Clean coils, evaporator drain pan, fins, plates, blowers, fans, motors, intake screens, and drain piping as required; lubricate motor(s).
14. Inspect and service all electric motors.
15. Return unit to service.
16. Clean area around equipment.
17. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.6 Classification: HVAC

6.6.1 Type: Air Compressor

(3 MO) Air Compressor PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided, if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise, or vibration.
3. Inspect automatic blowdowns for condition and proper operation.
4. Perform functional test of compressor to verify pressure switch starts and stops compressor at correct pressures.
5. Check separator element and air filter pressure differentials, as required.
6. Inspect piping and valves for leaks, damage, or deterioration.
7. Remove unit from service. Lockout/tagout unit.
8. Check oil and coolant level. Change oil on reciprocating compressor.
9. Return unit to service.
10. Clean area around equipment.
11. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Air Compressor PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise, or vibration.
3. Inspect automatic blowdowns for condition and proper operation.
4. Perform functional test of compressor to verify pressure switch starts and stops compressor at correct pressures.
5. Check separator element and air filter pressure differentials, as required.
6. Inspect piping and valves for leaks, damage, or deterioration.
7. Remove unit from service. Lockout/tagout unit.
8. Inspect electrical wiring and connections; tighten loose connections.
9. Inspect starter contactors.
10. Check oil and coolant level. Change oil on reciprocating compressor.
11. For screw or centrifugal compressors, change oil based on oil analysis results or manufacturer recommended run hours.
12. Change air filter and separator element.
13. Check hoses and inspect belts for proper tension and alignment, replace as required.
14. Lubricate motor as required.
15. Clean cooler cores.
16. Return unit to service.
17. Clean area around equipment.
18. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.6.2 Type: Air Conditioner

(3 MO) AC Unit PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check operating unit for excessive noise, vibration, or icing.
3. Replace air filters.
4. Perform operational check of unit; make adjustments on controls and other components as required.
5. Clean area around equipment.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) AC Unit PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check operating unit for excessive noise, vibration, or icing.
3. Replace air filters.
4. Perform operational check of unit; make adjustments on controls and other components as required.
5. During operation of unit, check refrigerant pressure; add refrigerant as necessary.
6. Remove unit from service. Lockout/tagout unit.
7. Inspect electrical wiring and connections; tighten loose connections.
8. Inspect condenser fan for looseness, damage, or dirt.
9. Clean condenser and evaporator coils, evaporator drain pan, blowers, fans, motors and drain piping as required.
10. Return unit to service.
11. Clean area around equipment.
12. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.6.3 Type: Air Handling Unit

(3 MO) AHU PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check controls and unit for proper operation.
3. Check for unusual noise or vibration.
4. Lubricate shaft and fan bearings.
5. Inspect exterior piping and valves for leaks; tighten connections as required.
6. Check operation of freeze-stat if required.
7. Inspect air filters and change as needed.
8. Clean area around equipment.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) AHU PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

CONFINED SPACE - All potential hazards should be locked out and tagged out before any body part enters the space. Review with supervision if hazards cannot be locked out prior to entry or if new hazards may be introduced as a result of the work to be done.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check controls and unit for proper operation.
3. Check for unusual noise or vibration.
4. Lubricate shaft and fan bearings.
5. Inspect exterior piping and valves for leaks; tighten connections as required.
6. Check operation of freeze-stat if required.
7. Inspect air filters and change as needed.
8. Check temperature and pressure gauges for proper operation.
9. Record motor amperage readings.
10. Remove unit from service. Lockout/tagout unit.
11. Clean electrical wiring and connections; tighten loose connections.
12. Inspect condition of contacts and motor starters.
13. Check operation and clean dampers, louvers and shutters; lubricate all pivot points and linkages.
14. Inspect belts for proper tension and alignment. Replace/adjust as necessary.
15. Clean coils, evaporator drain pan, blower, motor and condensate drain piping, as required.
16. Return unit to service.
17. Lubricate motor bearings.
18. Clean area around equipment.
19. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.4 Type: Boiler

(1 MO) Boiler PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Verify that daily bottom blowdown is being performed.
3. Inspect all piping for leaks or damage; repair as necessary.
4. Inspect condition of safety pressure relief valve.
5. Test safety valve by lifting the safety valve try lever, with the boiler pressure at a minimum of 75% of the safety valve set pressure. Discharge steam for 5 sec to 10 sec.
6. Clean area around boiler.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(3 MO) Boiler PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect all piping for leaks or damage; repair as necessary.
3. Check boiler operation through complete cycle, up to 30 minutes.
4. Check fuel level with gauge pole for oil burning boilers.
5. Check operation and condition of safety pressure relief valve, flue pipe, damper, and exhaust stack. Test safety valve by lifting the valve try lever while the boiler pressure is at a minimum of 75% of the valve set pressure.
Discharge steam for 5-10 seco
6. Clean area around equipment.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Boiler PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

CONFINED SPACE - All potential hazards should be locked out and tagged out before any body part enters the space. Review with supervision if hazards cannot be locked out prior to entry or if new hazards may be introduced as a result of the work to be done.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect all piping for leaks or damage; repair as necessary.
3. Check boiler operation through complete cycle, up to 30 minutes.
4. Check fuel level with gauge pole for oil burning boilers.
5. Check operation and condition of safety pressure relief valve, flue pipe, damper, and exhaust stack. Test safety valve by lifting the valve try lever while the boiler pressure is at a minimum of 75% of the valve set pressure. Discharge steam for 5-10 seco
6. Check combustion controls, combustion blower, and damper modulation control.
7. Test combustion, tune combustion controls to ensure efficient combustion at low, medium, and high fire.
8. Remove unit from service. Lockout/tagout unit.
9. Change fuel system filter element and clean strainers. Inspect for leaks or damage; repair as necessary.
10. Check main flame failure protection, positive fuel shutoff, and main flame detection scanner on boiler equipped with spark ignition (oil burner). Clean oil burner gun and ignition assembly where applicable.
11. Check for proper operation of control switches (i.e. steam pressure, hot water temperature limit, low water cut off, atomizing or combustion air proving, etc.).
12. Check feedwater system and feedwater makeup control and pump.
13. Remove low water cut off. Clean, inspect, and reinstall.
14. Check all indicator lamps and water/steam pressure gauges.
15. Check electrical panels and wiring to burner, blower, and other components.
16. Clean blower air-intake dampers, if required.
17. Check water column sight glass and water level system; clean or replace sight glass, clean fire side of water jacket, if required.
18. Clean soot and ash from tubes and firebox.
19. Inspect and clean oil burner gun and ignition assembly where applicable.
20. Have boiler internally inspected by Water Treatment Professional.
21. Have required pressure vessel internal and external inspections performed by boiler inspector.
22. Return unit to service.
23. Check and lubricate burner, blowers, and motors as required.
24. Clean area around equipment.
25. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.5 Type: Building Automation System

(1 YR) BAS PM

Safety Notes:

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. For each control loop, check set point and compare to control point. Identify control loops that are not controlling to set point.
3. Calibrate all temperature and humidity sensors. Compare reading of each field sensor to the reading from a precision, calibrated hand held temperature and humidity measuring device.
4. Verify smooth operation of all final control devices (valve actuators, damper actuators). Send signal through BAS to drive each device open and closed. Visually verify smooth operation of device from 0% to 100% and back to 0%.
5. Verify proper operation of all freeze stats.
6. Verify proper cooperation between HVAC system and Fire Alarm System.
7. Inspect wiring in BAS control panels. Ensure wiring is neat, each wire is labeled and each termination is tight.
8. Perform system backups on central computer(s). Ensure appropriate anti-virus software and operating system is up to date as recommended by BAS vendor.
9. Perform any required updates of BAS software.
10. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.6.6 Type: Cabinet Heater

(1 YR) Cabinet Heater PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise or vibration.
3. Inspect piping for leaks, damage or deterioration, as required.
4. Check general condition of unit
5. Clean unit
6. Inspect electrical wiring and connections; tighten loose connections.
7. Return unit to service.
8. Clean area around unit.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.6.7 Type: Chemical Feed System

(1 YR) Chem Feed System PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise or vibration.
3. Inspect piping for leaks, damage or deterioration, as required.
4. Check general condition of unit
5. Clean unit
6. If appropriate and conditions allow, operate unit through its entire operating range, verify smooth operation.
7. Return unit to service.
8. Clean area around unit.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.8 Type: Exhaust Fan

(6 MO) Exhaust Fan PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check motor and fan shaft bearings for noise, vibration, overheating.
3. Inspect belt tension and alignment.
4. Lubricate fan shaft bearings if required.
5. Clean fan and surrounding area.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(6 MO) Fan, Exhaust PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check motor and fan shaft bearings for noise, vibration, overheating.
3. Inspect belt tension and alignment.
4. Lubricate fan shaft bearings if required.
5. Clean fan and surrounding area.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Fan, Exhaust PM**Safety Notes:**

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check motor and fan shaft bearings for noise, vibration, overheating.
3. Replace belt(s), properly tension and align; adjust as required.
4. Check fan and motor sheaves and wear and replace if needed.
5. Check blower intake dampers, lubricate; if required.
6. Inspect electrical wiring and connections, for looseness or damage.
7. Record motor amperage readings.
8. Inspect condition of flex connections.
9. Lubricate fan shaft bearings if required.
10. Lubricate motor bearings.
11. Clean fan and surrounding area.
12. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Exhaust Fan PM**Safety Notes:**

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check motor and fan shaft bearings for noise, vibration, overheating.
3. Replace belt(s), properly tension and align; adjust as required.
4. Check fan and motor sheaves and wear and replace if needed.
5. Check blower intake dampers, lubricate; if required.
6. Inspect electrical wiring and connections, for looseness or damage.
7. Record motor amperage readings.
8. Inspect condition of flex connections.
9. Lubricate fan shaft bearings if required.
10. Lubricate motor bearings.
11. Clean fan and surrounding area.
12. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.9 Type: Exhaust Hood

(1 YR) Exhaust Hood PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise or vibration.
3. Inspect piping for leaks, damage or deterioration, as required.
4. Check general condition of unit
5. Clean unit
6. Inspect electrical wiring and connections; tighten loose connections.
7. Return unit to service.
8. Clean area around unit.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.10 Type: Expansion Tank

(1 YR) Expansion Tank PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Examine exterior of tank including fittings, manholes, and handholes for leaks and signs of corrosion.
3. Inspect structural supports and insulation for damage or deterioration.
4. Inspect and clean any related sight glasses, valves, fittings, drains, and controls.
5. Clean area around unit.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.11 Type: Fan Coil Unit

(3 MO) Fan Coil Unit PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect against any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check fan coil unit for proper operation while running.
3. Clean drip pan and drain line with solvent.
4. Inspect air filters and change as needed.
5. Check operation after repairs.
6. Clean area around equipment.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Fan Coil Unit PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect against any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check fan coil unit for proper operation while running.
3. Clean drip pan and drain line with solvent.
4. Inspect air filters and change as needed.
5. Remove unit from service. Lockout/tagout unit.
6. Remove access panel and vacuum inside of unit and coils.
7. Inspect electrical wiring and connections for looseness or damage.
8. Check coils and piping for leaks, damage, and corrosion; repair as necessary.
9. Clean coil with solvent.
10. Replace access panel.
11. Return unit to service.
12. Check operation after repairs.
13. Clean area around equipment.
14. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.12 Type: Fan

(6 MO) Fan PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check motor and fan shaft bearings for noise, vibration, overheating.
3. Inspect belt tension and alignment.
4. Lubricate fan shaft bearings if required.
5. Clean fan and surrounding area.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Fan PM**Safety Notes:**

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check motor and fan shaft bearings for noise, vibration, overheating.
3. Replace belt(s), properly tension and align; adjust as required.
4. Check fan and motor sheaves and wear and replace if needed.
5. Check blower intake dampers, lubricate; if required.
6. Inspect electrical wiring and connections, for looseness or damage.
7. Record motor amperage readings.
8. Inspect condition of flex connections.
9. Lubricate fan shaft bearings if required.
10. Lubricate motor bearings.
11. Clean fan and surrounding area.
12. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.13 Type: Make Up Air Unit

(3 MO) Make Up Air Unit PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check operating unit for excessive noise or vibration.
3. If in heating season, operate heating unit and verify complete combustion, stable flame, and clear stack.
4. Check motor and fan shaft bearings for noise, vibration, overheating.
5. Lubricate fan shaft bearings as required.
6. Wash re-usable screens or filters. Replace disposable filters.
7. Visually inspect belt tension and alignment.
8. Clean unit and surrounding area.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Make Up Air Unit PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check operating unit for excessive noise or vibration.
3. If in heating season, operate heating unit and verify complete combustion, stable flame, and clear stack.
4. Check motor and fan shaft bearings for noise, vibration, overheating.
5. Lubricate fan shaft bearings as required.
6. Wash re-usable screens or filters. Replace disposable filters.
7. Visually inspect belt tension and alignment.
8. Remove unit from service. Lockout/tagout unit.
9. Inspect electrical wiring and connections for looseness or damage.
10. Inspect condition of flex connections.
11. Replace belt(s), properly tension and align; adjust as required.
12. Inspect and clean burner and mixing plates.
13. Inspect and clean flame, spark rod, and UV sensor as required.
14. Check high limit switch, reset if necessary.
15. Return unit to service.
16. Lubricate motor bearings as required.
17. Clean unit and surrounding area.
18. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.14 Type: Pump

(3 MO) HVAC Pump PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise, or vibration.
3. Inspect piping and valves for leaks, damage, or deterioration.
4. Lubricate pump bearings as required.
5. Clean exterior of motor surfaces of soil accumulation.
6. Clean area around equipment.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) HVAC Pump PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise, or vibration.
3. Inspect piping and valves for leaks, damage, or deterioration.
4. Clean exterior of motor surfaces of soil accumulation.
5. Lubricate pump bearings.
6. Using strobe scope, inspect coupling while pump is operating for looseness.
7. Measure and record motor amperage.
8. Remove unit from service. Lockout/tagout unit.
9. Check motor ventilation ports and cooling fan for soil accumulation, clean if necessary.
10. Check motor windings for accumulation of dirt or excess grease.
11. Check hold down bolts and grounding straps for tightness.
12. Inspect electrical wiring and connections for looseness, or damage.
13. Meg motor and record findings.
14. Inspect coupling for wear, damage, or looseness.
15. Clean and repaint any corroded surface.
16. Return unit to service.
17. Lubricate motor bearings, as required. Remove filler and drain plugs. Free drain hole of any hard grease. Add correct type and amount of grease. Run motor for 15 minutes, wipe off excess grease at drain hole and reinstall drain plug.
18. Clean area around equipment.
19. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.6.15 Type: RTU

(3 MO) RTU PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check operating unit for excessive noise, vibration, or icing.
3. Replace air filters.
4. Perform operational check of unit; make adjustments on controls and other components as required.
5. Inspect evaporator drain pan and drain piping. Clean as required.
6. Clean area around equipment.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) RTU PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check operating unit for excessive noise, vibration, or icing.
3. Replace air filters.
4. Perform operational check of unit; make adjustments on controls and other components as required.
5. Inspect evaporator drain pan and drain piping. Clean as required.
6. During operation of unit, check refrigerant pressure; add refrigerant as necessary.
7. Remove unit from service. Lockout/tagout unit.
8. Inspect electrical wiring and connections, for looseness or damage.
9. Check compressor oil level; add oil as required.
10. Clean condenser and evaporator coils, evaporator drain pan, blowers, fans, motors, and drain piping as required.
11. Check tension, condition, and alignment of belts; replace or adjust as necessary.
12. Return unit to service.
13. Clean area around equipment.
14. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.6.16 Type: Split System

(3 MO) Split System PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check operating unit for excessive noise, vibration, or icing.
3. Wash re-usable screens or filters. Replace disposable filters.
4. Perform operational check of unit; make adjustments on controls and other components as required.
5. Clean area around equipment.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Split System PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check operating unit for excessive noise, vibration, or icing.
3. Wash re-usable screens or filters. Replace disposable filters.
4. Perform operational check of unit; make adjustments on controls and other components as required.
5. Remove unit from service. Lockout/tagout unit.
6. Inspect electrical wiring and connections for looseness or damage.
7. Inspect condenser fan for looseness, damage, or dirt.
8. Clean condenser and evaporator coils, evaporator drain pan, blowers, fans, motors, and drain piping as required.
9. Return unit to service.
10. Clean area around equipment.
11. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.17 Type: Unit Heater

(1 YR) Unit Heater PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check operating unit for excessive noise or vibration.
3. Inspect piping for leaks, damage or deterioration.
4. Clean fan and inspect for looseness. Lubricate motor as required.
5. Inspect electrical wiring and connections, for looseness or damage.
6. Clean area around unit.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.6.18 Type: Unit Ventilator

(1 YR) Unit Vent PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check coil unit while operating
3. Remove access panel and vacuum inside of unit and coils.
4. Check coils and piping for leaks, damage and corrosion; repair as necessary
5. Lubricate blower shaft and fan motor bearings.
6. Check belts for wear, proper tension, and alignment; adjust as necessary.
7. Check operation and clean dampers, louvers and shutters; lubricate all pivot points and linkages.
8. Clean coil, drip pan, and drain line with solvent.
9. Replace filters as required
10. Replace access panel.
11. Check operation after maintenance/repairs.
12. Inspect outside wall air intake to be free of all debris.
13. Clear Lock-Out Tag-Out
14. Place back into operation
15. Fill out maintenance checklist and report deficiencies.

6.7 Classification: Landscaping

6.7.1 Type: Flag Pole

(1 YR) Flag Pole PM

Safety Notes:

Review the work you are about to perform. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check the operation by raising and lowering the flag.
3. Check and clean the winch.
4. Check the cabling for fraying. Replace as needed.
5. Tighten and lubricate all fittings, snap hooks, and weights.
6. Inspect the flag. Replace as needed.
7. From the ground, do a visual inspection of the pole, including the truck and ball.
8. Clean area around pole.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.8 Classification: Life Safety

6.8.1 Type: Automated External Defibrillator

(1 MO) AED PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Inspect for structural defects and verify mounting is secure.
2. Check the battery status indicator.
3. Verify all support equipment (2 pairs of disposable gloves, towels, safety razor, 2 barrier devices, extra electrode pads, a pair of scissors, biohazard disposal bag, AED incident report form and a pen) is present and in good condition.
4. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.8.2 Type: Eye Wash/Safety Shower

(1 WK) Eye Wash/SS PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Verify access to eyewash is clear and not obstructed,
2. Inspect condition of emergency eyewash / shower.
3. Plumbed emergency eyewash / showers must be activated for weekly to verify correct operation
4. Self-contained eyewash / showers must be visually checked weekly to determine if the flushing fluid needs to be changed or supplemented
5. Clean area around unit.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.8.3 Type: Eye Wash

(1 WK) Eye Wash/SS PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Verify access to eyewash is clear and not obstructed,
2. Inspect condition of emergency eyewash / shower.
3. Plumbed emergency eyewash / showers must be activated for weekly to verify correct operation
4. Self-contained eyewash / showers must be visually checked weekly to determine if the flushing fluid needs to be changed or supplemented
5. Clean area around unit.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.9 Classification: Plumbing

6.9.1 Type: Backflow Preventer

(1 YR) Backflow Preventer PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

Task Instructions:

1. Backflow preventer should be tested annually by a certified tester and completed test form submitted to city.
2. Check unit for proper operation, leaks or damage.
3. Secure the incoming potable water line(s).
4. On reduced pressure zone Backflow preventers, perform the following tests in accordance with the manufacturer's specifications, using the appropriate test kit: (a) Test check valve number 2 for tightness against reverse flow. (b) Test gate valve number 2 for tightness. (c) Test check valve number 1 for tightness. (d) Test operation of pressure differential relief valve.
5. Service the first and second checks. CAUTION: If the check valve is spring loaded, do not remove the spring retainers. Consult the manufacturer's instructions for proper servicing. (a) Carefully remove screws, cover, and check. (b) Disengage the disc and spring assembly into individual components in accordance with manufacturer's instructions. Remove any embedded foreign objects, and inspect for corrosion, worn seals, etc. Clean or replace the assembly as required. (c) Clean or replace seals as necessary. Apply a light coating of manufacturer's specified and FDA approved lubrication prior to installation of seals. (d) Reassemble the check valve module in reverse order. (e) Repeat for second check.
6. Service the relief valve. CAUTION: Springs may be loaded. Strictly comply with manufacturer's instructions. (a) Remove bolts, cover, diaphragm, and relief valve piston assembly per manufacturer's instructions. (b) Clean or replace wiper seal, piston "O" ring, and relief valve disc as required. Apply appropriate lubricant to "O" ring per manufacturer's specifications prior to reinstallation. (c) Inspect bottom spring assembly. If defective, replace entire unit. Do not attempt to remove the spring.
7. Following the manufacturer's procedures, test and calibrate the device.
8. Clean area and remove all debris.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.9.2 Type: Drinking Fountain

(3 MO) Water Fountain PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect drain tube for damage and make sure it is fitted correctly
3. Check the condenser fins and clear dust and debris as required.
4. Clean area around the equipment and place it back into operation
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.9.3 Type: Irrigation Controller

(1 YR) Irrigation Controller PM

Safety Notes:

Check with operating or area personnel for deficiencies.

Task Instructions:

1. Inspect exterior for damage, missing covers, missing bolts or open holes.
2. Inspect electrical wiring and connections; tighten loose connections.
3. Clean out panel with clean, dry, pressured gas.
4. Clean exterior with dry cloth.
5. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.9.4 Type: Pump

(3 MO) Pump PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

CHEMICAL HAZARD - Read Safety Data Sheet (SDS) for chemicals to be used. Review potential hazards and follow recommended precautions to protect from any chemical exposure.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise, or vibration.
3. Inspect piping and valves for leaks, damage, or deterioration.
4. Lubricate pump bearings as required.
5. Clean exterior of motor surfaces of soil accumulation.
6. Clean area around equipment.
7. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Pump PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise, or vibration.
3. Inspect piping and valves for leaks, damage, or deterioration.
4. Clean exterior of motor surfaces of soil accumulation.
5. Lubricate pump bearings.
6. Using strobe scope, inspect coupling while pump is operating for looseness.
7. Measure and record motor amperage.
8. Remove unit from service. Lockout/tagout unit.
9. Check motor ventilation ports and cooling fan for soil accumulation, clean if necessary.
10. Check motor windings for accumulation of dirt or excess grease.
11. Check hold down bolts and grounding straps for tightness.
12. Inspect electrical wiring and connections for looseness, or damage.
13. Meg motor and record findings.
14. Inspect coupling for wear, damage, or looseness.
15. Clean and repaint any corroded surface.
16. Return unit to service.
17. Lubricate motor bearings, as required. Remove filler and drain plugs. Free drain hole of any hard grease. Add correct type and amount of grease. Run motor for 15 minutes, wipe off excess grease at drain hole and reinstall drain plug.
18. Clean area around equipment.
19. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.9.5 Type: Pump, Circulator

(3 MO) Pump, Circ PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise or vibration.
3. Inspect piping and valves for leaks, damage or deterioration.
4. Lubricate oil filled motor bearings, as required. Oil Bearings: Add oil to all motor bearing oil cups, using quantity and type of oil indicated on pump or per manufacturers recommendations.
5. Lubricate pump bearings. Oil Bearings: Add oil to pump oil port(s), using quantity and type of oil indicated on pump or per manufacturers recommendations.
6. Clean pump motor exterior
7. Check general condition of the pump
8. Clean area around pump.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

(1 YR) Pump, Circ PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Check unit for proper operation, excessive noise or vibration.
3. Inspect piping and valves for leaks, damage or deterioration.
4. Inspect coupling while pump is operating for looseness.
5. Measure and record motor amperage.
6. Check motor ventilation ports and cooling fan for soil accumulation, clean if necessary.
7. Clean exterior of motor surfaces of soil accumulation.
8. Lubricate motor bearings. Oil Bearings: Add oil to all motor bearing oil cups, using quantity and type of oil indicated on pump or per manufacturers recommendations. Grease Bearings: Remove oil fill and drain plugs. Free drain hole of any hard grease. Add correct type and amount of grease. Run motor for 15 minutes, wipe off excess grease at drain hole and reinstall drain plug.
9. Lubricate pump bearings. Oil Bearings: Add oil to pump oil port(s), using quantity and type of oil indicated on pump or per manufacturers recommendations.
10. Check hold down bolts and grounding straps for tightness.
11. Inspect electrical wiring and connections, for looseness or damage.
12. Inspect any gauges installed with this pump. Verify that they are reading correctly.
13. Inspect coupling for wear, damage or looseness.
14. Clean and repaint any corroded surface.
15. Return unit to service.
16. Clean area around pump.
17. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.9.6 Type: Sump Pump

(1 YR) Pump, Sump PM

Safety Notes:

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Inspect and clean bail, floats, rods, and switches.
3. Verify float and switch operate as designed.
4. Inspect and lubricate motor and pump as required.
5. Inspect check valves.
6. Inspect electrical wiring and connections, for looseness or damage.
7. Clean area and remove all debris.
8. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.9.7 Type: Tank, Storage

(1 YR) Tank, Storage PM

Safety Notes:

Review the work about to be performed. Identify PPE required to perform the work safely. Use the correct tools and ensure tools are in good condition.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Examine exterior of tank including fittings, manholes, and handholes for leaks and signs of corrosion.
3. Inspect structural supports and insulation for damage or deterioration.
4. Inspect and clean any related sight glasses, valves, fittings, drains, and controls.
5. Clean area around unit.
6. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



6.9.8 Type: Water Heater, Electric

(1 YR) Elec Water Heater PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Drain several gallons from tank to remove sediment.
3. Manually check operation of safety valve. Check for corrosion.
4. Inspect electrical wiring and connections, for looseness or damage.
5. Inspect piping and valves for leaks, damage or deterioration.
6. Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value.
7. Check amperage draw of upper and lower elements and compare to name plate data.
8. Clean area and remove all debris.
9. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.

6.9.9 Type: Water Heater, Gas

(1 YR) Water Heater, Gas PM

Safety Notes:

LOCK OUT – TAG OUT - Identify potential hazards (electrical, mechanical, etc.) before starting job. Prior to any task that exposes hazard, isolate hazard, release stored energy, LOCK OUT and TAG OUT, and verify hazard has been eliminated.

ELECTRICAL HAZARD - Work near live electrical parts should be avoided if possible, and should only be performed by trained personnel wearing PPE and using tools appropriate for the arc flash hazard.

Task Instructions:

1. Check with operating or area personnel for deficiencies.
2. Drain several gallons from tank to remove sediment.
3. Manually check operation of safety valve. Check for corrosion.
4. Inspect electrical wiring and connections, for looseness or damage.
5. Inspect piping and valves for leaks, damage or deterioration.
6. Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value.
7. Check pilot and burner assembly. Clean and adjust nozzles for proper flame distribution and quality.
8. Check operation of electric ignition device, if required. Check spark gap and adjust if needed.
9. Check flue for proper draft, leaks, and corrosion. Check thermocouple for corrosion or soot. Clean if required.
10. Clean area and remove all debris.
11. Document all findings on the work order. Initiate a corrective work order for any deficiencies noted during this inspection.



7. Equipment Inventory

Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Early Childhood Center	Conveying	Elevator	Otis		
Early Childhood Center	Electrical	Panel	Siemens		
Early Childhood Center	Electrical	Switchboard	Siemens		
Early Childhood Center	Electrical	Transformer	Acme Transformer		
Early Childhood Center	Exterior Enclosure	Gate			
Early Childhood Center	Exterior Enclosure	Gate			
Early Childhood Center	Exterior Enclosure	Roof			
Early Childhood Center	Exterior Enclosure	Roof			
Early Childhood Center	Exterior Enclosure	Roof			
Early Childhood Center	Fire Protection	Fire Alarm Panel	Honeywell		
Early Childhood Center	Fire Protection	Fire Alarm System			
Early Childhood Center	Fire Protection	Fire Suppression System			
Early Childhood Center	HVAC	Air Handling Unit	Trane	MCAA008	K99H43445N
Early Childhood Center	HVAC	Air Handling Unit	Trane	MCAA006	K99H43460N
Early Childhood Center	HVAC	Air Handling Unit	Trane	MCAA021	K99H43434N
Early Childhood Center	HVAC	Boiler	H.B. Smith	Series 28	
Early Childhood Center	HVAC	Building Automation			
Early Childhood Center	HVAC	Exhaust Fan	Greenheck	BSQ-300	
Early Childhood Center	HVAC	Exhaust Fan	Greenheck	GB-120-4	
Early Childhood Center	HVAC	Exhaust Fan	Greenheck	5Q-140-BX-QD	99E23000
Early Childhood Center	HVAC	Exhaust Fan	Greenheck	G-130-B	
Early Childhood Center	HVAC	Exhaust Fan	Greenheck	BSQ-200	
Early Childhood Center	HVAC	Exhaust Fan	Greenheck	GB-20-4	
Early Childhood Center	HVAC	Exhaust Fan	Greenheck	BSQ-160	
Early Childhood Center	HVAC	Exhaust Fan	Greenheck	GB-80-4	
Early Childhood Center	HVAC	Expansion Tank			
Early Childhood Center	HVAC	Pump	Armstrong Air	H-67-1	0398



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Early Childhood Center	HVAC	Pump	Armstrong Air	1.5B 1050	440550 5
Early Childhood Center	HVAC	Pump	Armstrong Air	2D 1060	440550 6
Early Childhood Center	HVAC	Split System	American Standard Inc.		
Early Childhood Center	HVAC	Split System	American Standard Inc.	TTA150B300CA	Z083TA5AH
Early Childhood Center	HVAC	Split System	American Standard Inc.	TTA120B300CA	Z072JXYAH
Early Childhood Center	HVAC	Unit Heater	Vulcan	HV-136AS	
Early Childhood Center	Landscaping	Flagpole			
Early Childhood Center	Life Safety	Automated External Defibrillator			
Early Childhood Center	Plumbing	Backflow Preventer	Watts	9	
Early Childhood Center	Plumbing	Drinking Fountain			
Early Childhood Center	Plumbing	Drinking Fountain			
Early Childhood Center	Plumbing	Sump Pump			
Early Childhood Center	Plumbing	Water Heater, Gas	Maxim	20P90A-MXG	0300100526
Moosup Elementary	Conveying	Elevator	Otis		
Moosup Elementary	Conveying	Wheelchair Lift	Garaventa	PCDE-42	14771
Moosup Elementary	Electrical	Exit Sign			
Moosup Elementary	Electrical	Exit Sign			
Moosup Elementary	Electrical	Panel	General Electric		
Moosup Elementary	Electrical	Panel	General Electric		
Moosup Elementary	Electrical	Panel	Square D		
Moosup Elementary	Electrical	Transformer	Federal Pacific		
Moosup Elementary	Electrical	Transformer	General Electric		
Moosup Elementary	Electrical	Transformer	Square D	75T3H	
Moosup Elementary	Exterior Enclosure	Gate			
Moosup Elementary	Exterior Enclosure	Roof			
Moosup Elementary	Fire Protection	Backflow Preventer	Febco	825	30084
Moosup Elementary	Fire Protection	Fire Alarm Panel	Honeywell		



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Moosup Elementary	Fire Protection	Fire Alarm Panel	Honeywell		
Moosup Elementary	Fire Protection	Fire Alarm System			
Moosup Elementary	Fire Protection	Fire Suppression System			
Moosup Elementary	Fire Protection	Fire Suppression System			
Moosup Elementary	Food Service	Dishwasher	Hobart	AM-14	
Moosup Elementary	Food Service	Exhaust Hood			
Moosup Elementary	Food Service	Food Disposer	InSinkErator	SS150-30	JC222898
Moosup Elementary	Food Service	Food Warmer			
Moosup Elementary	Food Service	Food Warmer			
Moosup Elementary	Food Service	Freezer			
Moosup Elementary	Food Service	Oven	Blodgett		
Moosup Elementary	Food Service	Reach-In Cooler			
Moosup Elementary	Food Service	Reach-In Cooler			
Moosup Elementary	Food Service	Reach-In Cooler	Traulsen	AHT232NUT	V304310A92
Moosup Elementary	Food Service	Reach-In Cooler	Elite	ER72-3-N-V	
Moosup Elementary	Food Service	Reach-In Cooler			
Moosup Elementary	Food Service	Reach-In Cooler			
Moosup Elementary	Food Service	Reach-In Freezer	Traulsen	AHT232NUT	V304350A92
Moosup Elementary	HVAC	Air Conditioner			
Moosup Elementary	HVAC	Air Conditioner			
Moosup Elementary	HVAC	Building Automation			
Moosup Elementary	HVAC	Cabinet Heater			
Moosup Elementary	HVAC	Exhaust Fan	Greenheck	CUBE-120-3G	92B00459
Moosup Elementary	HVAC	Exhaust Fan	Greenheck	G-80-DGEX-QD	92A05653
Moosup Elementary	HVAC	Exhaust Fan	Greenheck	CUBE-100-4G	92B00458
Moosup Elementary	HVAC	Exhaust Fan	Greenheck	G-65-DGEX-QD	92A09262
Moosup Elementary	HVAC	Exhaust Fan			
Moosup Elementary	HVAC	Exhaust Fan	Greenheck	G-75-DGEX-QD	92A09894
Moosup Elementary	HVAC	Exhaust Fan			



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Moosup Elementary	HVAC	Exhaust Fan			
Moosup Elementary	HVAC	Split System			
Moosup Elementary	HVAC	Split System	Trane	TTA090	G0619894
Moosup Elementary	HVAC	Unit Heater			
Moosup Elementary	HVAC	Unit Heater			
Moosup Elementary	HVAC	Unit Ventilator			
Moosup Elementary	HVAC	Unit Ventilator			
Moosup Elementary	Landscaping	Flagpole			
Moosup Elementary	Life Safety	Automated External Defibrillator			
Moosup Elementary	Plumbing	Drinking Fountain			
Moosup Elementary	Plumbing	Water Heater, Electric	Hubbell	SE120-6-6SLT4	S14022S
Moosup Elementary	Plumbing	Water Heater, Electric	Hubbell	E50-4.5	E2999E
Moosup Elementary	Plumbing	Water Heater, Electric	Hatco	C-9	8164851616
Moosup Elementary	Plumbing	Water Heater, Electric	Hubbell	SE120-6-6SLT4	43749
Plainfield Central Middle School	Conveying	Elevator			
Plainfield Central Middle School	Electrical	Exit Sign			
Plainfield Central Middle School	Electrical	Panel	Square D		
Plainfield Central Middle School	Electrical	Panel	Square D		
Plainfield Central Middle School	Electrical	Panel	Square D		
Plainfield Central Middle School	Electrical	Panel	Square D		
Plainfield Central Middle School	Electrical	Panel	Square D		
Plainfield Central Middle School	Electrical	Panel	Square D		
Plainfield Central Middle School	Electrical	Switchboard	Square D		



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield Central Middle School	Electrical	Transformer	Square D		
Plainfield Central Middle School	Electrical	Transformer	Square D	45T3H	
Plainfield Central Middle School	Electrical	Transformer	Square D		
Plainfield Central Middle School	Exterior Enclosure	Gate			
Plainfield Central Middle School	Exterior Enclosure	Overhead Door			
Plainfield Central Middle School	Exterior Enclosure	Roof			
Plainfield Central Middle School	Exterior Enclosure	Roof			
Plainfield Central Middle School	Fire Protection	Fire Alarm Panel	Honeywell	ES-200X	
Plainfield Central Middle School	Fire Protection	Fire Alarm System			
Plainfield Central Middle School	Fire Protection	Fire Suppression System			
Plainfield Central Middle School	Fire Protection	Fire Suppression System	Ansul		
Plainfield Central Middle School	Food Service	Compressor, Refrigeration			
Plainfield Central Middle School	Food Service	Compressor, Refrigeration			
Plainfield Central Middle School	Food Service	Dishwasher	Hobart	C-44A	
Plainfield Central Middle School	Food Service	Exhaust Hood			
Plainfield Central Middle School	Food Service	Food Warmer	Atlas Metal Industries	WIH-4	
Plainfield Central Middle School	Food Service	Food Warmer	Metro	C539-CDC-U	
Plainfield Central Middle School	Food Service	Ice Machine	Manitowoc	IY0304A-161	1120465829
Plainfield Central Middle School	Food Service	Mixer	Hobart	H-300T	11-434-289



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield Central Middle School	Food Service	Oven	Blodgett		
Plainfield Central Middle School	Food Service	Oven	Blodgett		
Plainfield Central Middle School	Food Service	Oven	Cleveland	22CGT6	130923000072
Plainfield Central Middle School	Food Service	Oven	Blodgett		
Plainfield Central Middle School	Food Service	Oven/Range	Vulcan		
Plainfield Central Middle School	Food Service	Reach-In Cooler	Traulsen	AHT232NUT	V277280L91
Plainfield Central Middle School	Food Service	Reach-In Cooler	Koolmore	MDR-1GD-23C	
Plainfield Central Middle School	Food Service	Reach-In Cooler	Traulsen	AHT132WUT	V277270L91
Plainfield Central Middle School	Food Service	Reach-In Cooler	Powers		
Plainfield Central Middle School	Food Service	Reach-In Cooler	Powers		
Plainfield Central Middle School	Food Service	Reach-In Cooler	Koolmore	MDR-1GD-23C	
Plainfield Central Middle School	Food Service	Tilting Skillet	Groen	HFP3	N13366HCF
Plainfield Central Middle School	Food Service	Walk-In Cooler			
Plainfield Central Middle School	Food Service	Walk-In Freezer			
Plainfield Central Middle School	HVAC	Air Compressor	Powerex	AD010142	00306
Plainfield Central Middle School	HVAC	Air Conditioner			
Plainfield Central Middle School	HVAC	Air Handling Unit	Trane	CCDB08AB0C	K81M44463
Plainfield Central Middle School	HVAC	Air Handling Unit	Trane	CCDB03AB0C	K81M44464
Plainfield Central Middle School	HVAC	Air Handling Unit	Trane		



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield Central Middle School	HVAC	Air Handling Unit	Trane		
Plainfield Central Middle School	HVAC	Air Handling Unit	Trane		
Plainfield Central Middle School	HVAC	Air Handling Unit	Trane		
Plainfield Central Middle School	HVAC	Building Automation			
Plainfield Central Middle School	HVAC	Cabinet Heater	Trane		
Plainfield Central Middle School	HVAC	Cabinet Heater			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan	Greenheck	GB-160-5	92A08763
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan	Greenheck	G-65-DGEX-QD	92A09264
Plainfield Central Middle School	HVAC	Exhaust Fan	Greenheck	CUBE-HP-140-5	92D10355
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan	Greenheck	GB-300-30	92A08762
Plainfield Central Middle School	HVAC	Exhaust Fan	Greenheck	GB-SO-4	92A08761



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield Central Middle School	HVAC	Exhaust Fan	Greenheck	CUBE-240HP-15-G	14358941
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan	Greenheck	CUBE-140-4	92A08760
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Exhaust Fan			
Plainfield Central Middle School	HVAC	Split System	LG	LS0240CE	
Plainfield Central Middle School	HVAC	Split System	Mitsubishi Electric	MXZ-8C48NAHZ	73U03211B
Plainfield Central Middle School	HVAC	Split System	Trane	RAUC-G104-A	C81B-20466
Plainfield Central Middle School	HVAC	Split System	Fujitsu	AOU36CX	BBN001622
Plainfield Central Middle School	HVAC	Split System	Trane	RAUC-504-B	C81B-20495
Plainfield Central Middle School	HVAC	Split System	Heil		
Plainfield Central Middle School	HVAC	Split System			
Plainfield Central Middle School	HVAC	Split System	LG	LS0240CE	
Plainfield Central Middle School	HVAC	Unit Ventilator	Herman Nelson		
Plainfield Central Middle School	HVAC	Unit Ventilator	Trane		
Plainfield Central Middle School	Landscaping	Flagpole			



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield Central Middle School	Life Safety	Automated External Defibrillator			
Plainfield Central Middle School	Plumbing	Drinking Fountain			
Plainfield Central Middle School	Plumbing	Storage Tank			
Plainfield Central Middle School	Plumbing	Storage Tank			
Plainfield Central Middle School	Plumbing	Water Heater, Electric	Hubbell	SH200	41281
Plainfield Central Middle School	Plumbing	Water Heater, Electric	HTP	EVC080C2X045	
Plainfield Central Middle School	Plumbing	Water Heater, Gas	Bradford White	LG250H653X	WC44995026
Plainfield Central Middle School	Plumbing	Water Heater, Gas	Bradford White	50T65FS3X	JM17495967
Plainfield Central Middle School	Life Safety	Eye Wash & Shower Station			
Plainfield High School	Conveying	Elevator	Kone		
Plainfield High School	Conveying	Wheelchair Lift			
Plainfield High School	Electrical	Automatic Transfer Switch	Onan	OTPCD800	E040648816
Plainfield High School	Electrical	Generator	Cummins	DFCE-5674036	F04657803
Plainfield High School	Electrical	Switchboard	Siemens		
Plainfield High School	Electrical	Switchboard	Siemens		
Plainfield High School	Electrical	Transformer	Siemens		
Plainfield High School	Electrical	Transformer	Siemens		
Plainfield High School	Electrical	VFD	ABB		
Plainfield High School	Electrical	VFD	ABB		
Plainfield High School	Exterior Enclosure	Gate			
Plainfield High School	Exterior Enclosure	Gate			
Plainfield High School	Exterior Enclosure	Gate			
Plainfield High School	Exterior Enclosure	Overhead Door			
Plainfield High School	Exterior Enclosure	Roof			



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield High School	Exterior Enclosure	Roof			
Plainfield High School	Fire Protection	Fire Alarm Panel	Notifier		
Plainfield High School	Fire Protection	Fire Alarm System			
Plainfield High School	Fire Protection	Fire Suppression System			
Plainfield High School	Fire Protection	Pump	Marathon	BF365TSIDS4025ATW	WAA004313
Plainfield High School	Food Service	Kettle	Groen		
Plainfield High School	Food Service	Compressor, Refrigeration	Heatcraft	LHT010X6BFM	T19G01160
Plainfield High School	Food Service	Dishwasher	Hobart		
Plainfield High School	Food Service	Exhaust Hood			
Plainfield High School	Food Service	Exhaust Hood	Carroll		
Plainfield High School	Food Service	Exhaust Hood	Carroll		
Plainfield High School	Food Service	Food Warmer	Metro	C5	HME026540
Plainfield High School	Food Service	Food Warmer	FWE	UHS 12X	01043441
Plainfield High School	Food Service	Freezer			
Plainfield High School	Food Service	Ice Cream Machine	Taylor		
Plainfield High School	Food Service	Ice Machine	Manitowoc	B420	110057803
Plainfield High School	Food Service	Oven	Blodgett		
Plainfield High School	Food Service	Oven	Blodgett		
Plainfield High School	Food Service	Oven	Blodgett		
Plainfield High School	Food Service	Oven/Range	Vulcan		
Plainfield High School	Food Service	Reach-In Cooler	Continental	DL2R-SA-HD	14510693
Plainfield High School	Food Service	Reach-In Cooler	Beverage-Air Corp	MT23	
Plainfield High School	Food Service	Reach-In Cooler	Beverage-Air Corp	MT23	
Plainfield High School	Food Service	Reach-In Cooler	Beverage-Air Corp	MT23	
Plainfield High School	Food Service	Refrigeration Unit			
Plainfield High School	Food Service	Refrigeration Unit	Wells Mfg. Co.	MOD-400DM	CAG6437
Plainfield High School	Food Service	Refrigeration Unit	Wells Mfg. Co.	MOD-2000DM	CAE9080
Plainfield High School	Food Service	Refrigeration Unit			
Plainfield High School	Food Service	Steamer	Cleveland		



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield High School	Food Service	Tilting Skillet			
Plainfield High School	HVAC	Air Compressor	Atlas Copco	GX7 FF CSA/UL	AI1660777
Plainfield High School	HVAC	Air Compressor	Atlas Copco	GX4 FF CSA/UL	AI1643702
Plainfield High School	HVAC	Air Handling Unit	Trane	TSCA021U0C000000 000ACAA297.5	K04F83080
Plainfield High School	HVAC	Air Handling Unit	Trane		
Plainfield High School	HVAC	Air Handling Unit	Trane	TSCA021U0C000000 000ACAA297.5	K04F82613*
Plainfield High School	HVAC	Air Handling Unit	Trane		
Plainfield High School	HVAC	Air Handling Unit	Trane	TSCA021U0C000000 000ACAA297.5	K04F82613
Plainfield High School	HVAC	Air Handling Unit	Trane		
Plainfield High School	HVAC	Air Handling Unit	Trane		
Plainfield High School	HVAC	Air Handling Unit	Trane		
Plainfield High School	HVAC	Air Handling Unit	Trane	TSCA021U0C000000 000ACAA297.5	
Plainfield High School	HVAC	Air Handling Unit	Trane	TSCA021U0C000000 000ACAA297.5	
Plainfield High School	HVAC	Air Handling Unit	Trane	TSCA021U0C000000 000ACAA297.5	K04F82663
Plainfield High School	HVAC	Air Handling Unit	Trane	TSCA021U0C000000 000ACAA297.5	K04F82701
Plainfield High School	HVAC	Boiler	UBW Boilers	MGH-88-150-160	U04005
Plainfield High School	HVAC	Boiler	UBW Boilers	MGH-88-150-160	U04004
Plainfield High School	HVAC	Boiler	UBW Boilers	MCH-13-20-GPR6	UO00046
Plainfield High School	HVAC	Chemical Feed System			
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co	FX10R	
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co		
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co	FX12BH	
Plainfield High School	HVAC	Exhaust Fan			



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co	FX16Q2	
Plainfield High School	HVAC	Exhaust Fan	Dustvent	200H3	705
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co	FX10R	
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co	D24	
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co		
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co	FX16B	
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co	FX10R	
Plainfield High School	HVAC	Exhaust Fan	Kramer	KTM B 11/10	10-2079
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co	FX16B	
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan	Penn Ventilator Co	FX10R	
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Fan			
Plainfield High School	HVAC	Exhaust Hood			
Plainfield High School	HVAC	Expansion Tank	Wessels		
Plainfield High School	HVAC	Expansion Tank	SyncroFlo		
Plainfield High School	HVAC	Expansion Tank	Wessels		
Plainfield High School	HVAC	Expansion Tank	Wessels		
Plainfield High School	HVAC	Expansion Tank	Wessels		
Plainfield High School	HVAC	Pump	Bell & Gossett		



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield High School	HVAC	Pump	Bell & Gossett		
Plainfield High School	HVAC	Pump	Bell & Gossett		
Plainfield High School	HVAC	Pump	Armstrong		
Plainfield High School	HVAC	Pump	Armstrong		
Plainfield High School	HVAC	Pump	Bell & Gossett		
Plainfield High School	HVAC	Split System	Trane	TTA120B400EA	
Plainfield High School	HVAC	Split System	Trane	TTA2048A4000AB	4224WGY3F
Plainfield High School	HVAC	Split System	Trane	TTA2048A4000AB	4224WHC3F
Plainfield High School	HVAC	Split System	Trane	RAUCD104BN0020D0 0008	
Plainfield High School	HVAC	Split System	EMI		
Plainfield High School	HVAC	Split System	EMI		
Plainfield High School	HVAC	Split System	Trane	RAUCD104BN0020D0 0008	C04F04828
Plainfield High School	HVAC	Split System	Trane		
Plainfield High School	HVAC	Split System	Trane	TTA090A400FA	
Plainfield High School	HVAC	Split System	Trane		
Plainfield High School	HVAC	Split System	Trane	RAUCD104BN0020D0 0008	
Plainfield High School	HVAC	Split System	Mitsubishi Electric	PUY-A12NKA7	72U07926B
Plainfield High School	HVAC	Split System	Trane	2TTA0072A4000AA	4306PDL2F
Plainfield High School	HVAC	Split System	Trane		
Plainfield High School	HVAC	Split System	Trane	TTA120B400EA	43040XBAD
Plainfield High School	HVAC	Split System	Trane	2TTA0072A4000AA	4306N9S2F
Plainfield High School	HVAC	Split System	Trane	RAUCD104BN0020D0 0008	C04FD4829
Plainfield High School	HVAC	Split System	EMI		
Plainfield High School	HVAC	Split System	Trane	RAUCD104BN0020D0 0008	C04F04824
Plainfield High School	HVAC	Split System	Trane	TTA090A400FA	
Plainfield High School	HVAC	Split System	Trane	RAUCD104BN0020D0 0008	



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield High School	HVAC	Split System	Trane	TTA120B400EA	43040XBAD*
Plainfield High School	HVAC	Split System	Mitsubishi Electric	PUY-A12NKA7	8YU12076A
Plainfield High School	HVAC	Split System	Trane	RAUCD104BN0020D0 0008	C04F04826
Plainfield High School	HVAC	Split System	Trane	TtB012C100A2	43024MX5F
Plainfield High School	HVAC	Split System	Trane	RAUCD104BN0020D0 0008	C04F04830
Plainfield High School	HVAC	Split System	EMI		
Plainfield High School	HVAC	Split System	Trane	TtB012C100A2	43024PH5F
Plainfield High School	HVAC	Split System	EMI	SCC24DF0000AA0B	1-05-A-8170-02
Plainfield High School	HVAC	Split System	EMI	SCC12DM0000AAOB	1-05-A-8352-02
Plainfield High School	HVAC	Split System	Trane		
Plainfield High School	HVAC	Split System	Ducane	13ACD 024 230 15	1915G11818
Plainfield High School	HVAC	Split System	EMI		
Plainfield High School	Landscaping	Flagpole			
Plainfield High School	Landscaping	Flagpole			
Plainfield High School	Plumbing	Backflow Preventer	Watts		
Plainfield High School	Plumbing	Drinking Fountain			
Plainfield High School	Plumbing	Irrigation Controller			
Plainfield High School	Plumbing	Pump, Circulator	SyncroFlo	55TA51104V	
Plainfield High School	Plumbing	Storage Tank	A. O. Smith	TJV500A	SLO4106291 Y5
Plainfield High School	Plumbing	Storage Tank	A. O. Smith	TJV500A	SLO4106290 YS
Plainfield High School	Plumbing	Storage Tank	A. O. Smith	TJV500A	SLO4106289 YS
Plainfield High School	Plumbing	Water Heater, Electric	Bradford White	LD30R33C090	BE6271972
Plainfield High School	Life Safety	Eye Wash			
Plainfield High School	Life Safety	Eye Wash			
Plainfield High School	Life Safety	Eye Wash & Shower Station			
Plainfield High School	Life Safety	Eye Wash & Shower Station			
Plainfield Memorial School	Conveying	Elevator	Montgomery Elevator Company	S411-066	



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield Memorial School	Electrical	Exit Sign			
Plainfield Memorial School	Electrical	Panel	Empire		
Plainfield Memorial School	Electrical	Transformer	Square D	75T3H	
Plainfield Memorial School	Electrical	Transformer	Sorgel Electric Corp	112T3H	
Plainfield Memorial School	Exterior Enclosure	Gate			
Plainfield Memorial School	Exterior Enclosure	Roof			
Plainfield Memorial School	Exterior Enclosure	Roof			
Plainfield Memorial School	Fire Protection	Fire Alarm Panel	Honeywell	ES-50X	
Plainfield Memorial School	Fire Protection	Fire Alarm System			
Plainfield Memorial School	Fire Protection	Fire Suppression System			
Plainfield Memorial School	Fire Protection	Fire Suppression System			
Plainfield Memorial School	Food Service	Dishwasher			
Plainfield Memorial School	Food Service	Exhaust Hood	Ventmaster		
Plainfield Memorial School	Food Service	Food Disposer	Salvajor	200	13447
Plainfield Memorial School	Food Service	Food Warmer			
Plainfield Memorial School	Food Service	Food Warmer	Vulcan	VP18	WM0003874
Plainfield Memorial School	Food Service	Freezer			
Plainfield Memorial School	Food Service	Freezer	Frigidaire		
Plainfield Memorial School	Food Service	Ice Machine	Maxx Ice		
Plainfield Memorial School	Food Service	Oven	Blodgett		
Plainfield Memorial School	Food Service	Reach-In Cooler	Powers		
Plainfield Memorial School	Food Service	Reach-In Cooler	True Manufacturing Co		
Plainfield Memorial School	Food Service	Reach-In Cooler	Traulsen	AHT232NUT	V316890A92
Plainfield Memorial School	Food Service	Reach-In Cooler			
Plainfield Memorial School	Food Service	Reach-In Cooler	Powers		
Plainfield Memorial School	Food Service	Reach-In Cooler	Traulsen	AHT232NUT	V316880A92
Plainfield Memorial School	Food Service	Reach-In Freezer	Hobart		
Plainfield Memorial School	HVAC	Air Conditioner			



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Plainfield Memorial School	HVAC	Air Handling Unit	Trane	MCCA003	K92B06213
Plainfield Memorial School	HVAC	Cabinet Heater			
Plainfield Memorial School	HVAC	Exhaust Fan	Greenheck	CUBE-HP-140-5G	92B03229
Plainfield Memorial School	HVAC	Exhaust Fan			
Plainfield Memorial School	HVAC	Exhaust Fan	Greenheck	CUBE-100-4G	92B03230
Plainfield Memorial School	HVAC	Exhaust Fan	Greenheck	G-85-DGEX	92B01962
Plainfield Memorial School	HVAC	RTU	York	XP090E18B4A2	N1K7082587
Plainfield Memorial School	HVAC	RTU	York	XP120E36R4A2B	N1H9202808
Plainfield Memorial School	HVAC	RTU	York	XP090E18B4A2	N1H8084043
Plainfield Memorial School	HVAC	RTU	York	XP090E18B4A2	N1K7082586
Plainfield Memorial School	HVAC	Split System	Mitsubishi Electric	MUZ-D36NA	2001207T
Plainfield Memorial School	HVAC	Split System	Mitsubishi Electric	MXZ-4C36NA2	93U48457B
Plainfield Memorial School	HVAC	Split System	Mitsubishi Electric	MUZ-D36NA	9201900T
Plainfield Memorial School	HVAC	Split System	LG	LMU36CHV	
Plainfield Memorial School	HVAC	Split System	Mitsubishi Electric	PUZ-A2RNHA4	2ZU03651A
Plainfield Memorial School	HVAC	Split System	Mitsubishi Electric	MUZ-D36NA	4002253T
Plainfield Memorial School	HVAC	Split System	Mitsubishi Electric	MXZ-8C48NAHZ	51U02291B
Plainfield Memorial School	HVAC	Split System	Mitsubishi Electric	MUZ-D36NA	7000043T
Plainfield Memorial School	HVAC	Unit Heater			
Plainfield Memorial School	HVAC	Unit Ventilator	Nesbitt		
Plainfield Memorial School	Landscaping	Flagpole			
Plainfield Memorial School	Life Safety	Automated External Defibrillator			
Plainfield Memorial School	Plumbing	Drinking Fountain			
Plainfield Memorial School	Plumbing	Water Heater, Electric	HTP	EVC080	
Plainfield Memorial School	Plumbing	Water Heater, Electric	Hubbell	J69R	032417
Plainfield Memorial School	Plumbing	Water Heater, Electric	State Industries, Inc.	CSB-120-24-IFEA	2313133536627
Shepard Hill Elementary	Conveying	Elevator	Otis		
Shepard Hill Elementary	Electrical	Automatic Transfer Switch	ASCO	300	240978-003

Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Shepard Hill Elementary	Electrical	Exit Sign			
Shepard Hill Elementary	Electrical	Exit Sign			
Shepard Hill Elementary	Electrical	Generator	Kohler		288524
Shepard Hill Elementary	Electrical	Panel	General Electric		
Shepard Hill Elementary	Electrical	Switchboard	General Electric		
Shepard Hill Elementary	Electrical	Switchboard	General Electric		
Shepard Hill Elementary	Electrical	Transformer	Federal Pacific	T20LH42-225	10044-06
Shepard Hill Elementary	Exterior Enclosure	Gate			
Shepard Hill Elementary	Exterior Enclosure	Gate			
Shepard Hill Elementary	Exterior Enclosure	Gate			
Shepard Hill Elementary	Exterior Enclosure	Overhead Door			
Shepard Hill Elementary	Exterior Enclosure	Roof			
Shepard Hill Elementary	Exterior Enclosure	Roof			
Shepard Hill Elementary	Fire Protection	Backflow Preventer	Febco	825	12248
Shepard Hill Elementary	Fire Protection	Fire Alarm Panel	Simplex	4100ES	
Shepard Hill Elementary	Fire Protection	Fire Alarm Panel			
Shepard Hill Elementary	Fire Protection	Fire Alarm System			
Shepard Hill Elementary	Fire Protection	Fire Suppression System	Ansul		
Shepard Hill Elementary	Fire Protection	Fire Suppression System			
Shepard Hill Elementary	Fire Protection	Fire Suppression System			
Shepard Hill Elementary	Fire Protection	Pump	ITT	5x4	911-82939-01-1
Shepard Hill Elementary	Food Service	Kettle	Groen	AH/1-40	24214
Shepard Hill Elementary	Food Service	Compressor, Refrigeration	Heatcraft		
Shepard Hill Elementary	Food Service	Compressor, Refrigeration	Heatcraft		
Shepard Hill Elementary	Food Service	Dishwasher	Hobart		
Shepard Hill Elementary	Food Service	Exhaust Hood			
Shepard Hill Elementary	Food Service	Food Disposer	Salvajor	200	15468
Shepard Hill Elementary	Food Service	Food Warmer	Metro	C539-HFS-U	
Shepard Hill Elementary	Food Service	Food Warmer	Servolift		



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Shepard Hill Elementary	Food Service	Oven	Blodgett		
Shepard Hill Elementary	Food Service	Oven	Cleveland	22CGT6.1	191023056128
Shepard Hill Elementary	Food Service	Reach-In Cooler	Powers		
Shepard Hill Elementary	Food Service	Reach-In Cooler	Powers		
Shepard Hill Elementary	Food Service	Reach-In Cooler	Traulsen		
Shepard Hill Elementary	Food Service	Reach-In Cooler	Traulsen	AHT232NUT	V151750J91
Shepard Hill Elementary	Food Service	Slicer	Hobart		
Shepard Hill Elementary	Food Service	Steamer	Groen	NHFP/3	N13390HCF
Shepard Hill Elementary	Food Service	Walk-In Cooler			
Shepard Hill Elementary	Food Service	Walk-In Freezer			
Shepard Hill Elementary	HVAC	Air Compressor	Air Compressor Products, Inc.	ACP-C2S-156D3	292-C5991
Shepard Hill Elementary	HVAC	Air Conditioner			
Shepard Hill Elementary	HVAC	Air Handling Unit	Trane	MCCA006	K92A05088
Shepard Hill Elementary	HVAC	Air Handling Unit	Trane		
Shepard Hill Elementary	HVAC	Boiler	H.B. Smith	28A-8	N91890
Shepard Hill Elementary	HVAC	Boiler	H.B. Smith	28A-8	N91891
Shepard Hill Elementary	HVAC	Building Automation			
Shepard Hill Elementary	HVAC	Exhaust Fan	Greenheck	GB-90-4	92A08174
Shepard Hill Elementary	HVAC	Exhaust Fan	Greenheck	GB-90-4	92A08173
Shepard Hill Elementary	HVAC	Exhaust Fan	Greenheck	CUBE-HP-240-20G	92A08178
Shepard Hill Elementary	HVAC	Exhaust Fan	Dayton Electric	4YC64S	11385531 0806
Shepard Hill Elementary	HVAC	Exhaust Fan	Greenheck	GB-160-7	92A08172
Shepard Hill Elementary	HVAC	Exhaust Fan	Greenheck	GB-130-3	92A08175
Shepard Hill Elementary	HVAC	Exhaust Fan	Greenheck	CUBE-100-4	92A08176
Shepard Hill Elementary	HVAC	Fan			
Shepard Hill Elementary	HVAC	Fan			
Shepard Hill Elementary	HVAC	Fan			
Shepard Hill Elementary	HVAC	Fan			



Location	Classification	Type	Manufacturer Name	Model Number	Serial Number
Shepard Hill Elementary	HVAC	Fan			
Shepard Hill Elementary	HVAC	Fan			
Shepard Hill Elementary	HVAC	Fan			
Shepard Hill Elementary	HVAC	Fan			
Shepard Hill Elementary	HVAC	Fan			
Shepard Hill Elementary	HVAC	Fan Coil Unit			
Shepard Hill Elementary	HVAC	Make-Up Air Unit	Greenheck	KSU-110	92A08179
Shepard Hill Elementary	HVAC	Pump	Armstrong Air	4X3X10	502031
Shepard Hill Elementary	HVAC	Pump	Armstrong Air	4X3X10	502032
Shepard Hill Elementary	HVAC	RTU	Trane	GRAA40	C01E6070B
Shepard Hill Elementary	HVAC	RTU	Trane	YCD240B3HOAA	
Shepard Hill Elementary	HVAC	Split System	Trane		G02198189
Shepard Hill Elementary	HVAC	Split System	Trane		G02198130
Shepard Hill Elementary	HVAC	Unit Heater	Trane	8HSA-060W-2C-AAC	
Shepard Hill Elementary	Landscaping	Flagpole			
Shepard Hill Elementary	Life Safety	Automated External Defibrillator			
Shepard Hill Elementary	Plumbing	Drinking Fountain			
Shepard Hill Elementary	Plumbing	Pump	Armstrong Air	PP99	502049
Shepard Hill Elementary	Plumbing	Storage Tank	Amtrol	WX-350	
Shepard Hill Elementary	Plumbing	Storage Tank	Amtrol		
Shepard Hill Elementary	Plumbing	Storage Tank	Amtrol	WX-350	
Shepard Hill Elementary	Plumbing	Water Heater, Electric	Hubbell	J69R	031975
Shepard Hill Elementary	Plumbing	Water Heater, Gas	Bradford White	D100T1993N	GG13699224
Shepard Hill Elementary	Plumbing	Water Heater, Gas	Bradford White	D100T1993N	WE45109466