

Maintenance Checklist

TASK Moderate to High Frequency

WATER CONSERVATION	Collect and test a water sample using the provided conductivity tester and adjust bleed rate if necessary.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	If make-up, blow-down, and overflow pipes are submetered, obtain readings from these.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Check water level in sump and adjust float if necessary.	ONCE PER WEEK (Week 1) M Tu W Th F Sa Su				ONCE PER WEEK (Week 2) M Tu W Th F Sa Su				ONCE PER WEEK (Week 3) M Tu W Th F Sa Su				ONCE PER WEEK (Week 4) M Tu W Th F Sa Su																		
	Calibrate conductivity controller.	ONCE PER WEEK (Week 1) M Tu W Th F Sa Su				ONCE PER WEEK (Week 2) M Tu W Th F Sa Su				ONCE PER WEEK (Week 3) M Tu W Th F Sa Su				ONCE PER WEEK (Week 4) M Tu W Th F Sa Su																		
	Perform water treatment analysis of system water for an open system. Adjust treatment as needed to ensure proper water chemistry.	ONCE PER MONTH COMPLETED: _____ DAY / MONTH / YEAR _____ EMPLOYEE NAME _____																														
	Install a non-return valve on the pump delivery-side to minimize water overflow on tower shutdown.	AS NEEDED				COMPLETED: _____ DAY / MONTH / YEAR _____ INITIALS _____				COMPLETED: _____ DAY / MONTH / YEAR _____ INITIALS _____																						
	Fit drift eliminators or arrestors.	AS NEEDED				COMPLETED: _____ DAY / MONTH / YEAR _____ INITIALS _____				COMPLETED: _____ DAY / MONTH / YEAR _____ INITIALS _____																						
	Install a building control system to easily control building temperature needs.	AS NEEDED				COMPLETED: _____ DAY / MONTH / YEAR _____ INITIALS _____				COMPLETED: _____ DAY / MONTH / YEAR _____ INITIALS _____																						
Request a report on all water conductivity tests, chemical use, and leaks after each service by your water treatment specialist. Maintain a log of water and chemical use.	AS NEEDED				COMPLETED: _____ DAY / MONTH / YEAR _____ INITIALS _____				COMPLETED: _____ DAY / MONTH / YEAR _____ INITIALS _____																							

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ENERGY EFFICIENCY	Turn off/sequence unnecessary chillers.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Confirm compressor operating pressures are within a reasonable range.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Check the compressor motor temperature and ensure it is to manufacturer's specifications.	ONCE PER MONTH		COMPLETED: _____ DAY / MONTH / YEAR										EMPLOYEE NAME _____																		
	Check fan belt tension and tighten if necessary.	ONCE PER MONTH		COMPLETED: _____ DAY / MONTH / YEAR										EMPLOYEE NAME _____																		
	Inspect evaporator and condenser coils and clean any fouling as required.	ONCE PER MONTH		COMPLETED: _____ DAY / MONTH / YEAR										EMPLOYEE NAME _____																		
	Fit a variable speed drive to cooling tower fans to allow system operation to better reflect actual load requirements and so reduce water consumption.	AS NEEDED		COMPLETED: _____ DAY / MONTH / YEAR INITIALS										COMPLETED: _____ DAY / MONTH / YEAR INITIALS																		
	Test the vibration limit switch by purposely jarring it. Inspect the switch for corrosion that could prevent it from operating properly. Never disconnect the vibration switch. If it cuts off often, look for the source of the vibration.	AS NEEDED		COMPLETED: _____ DAY / MONTH / YEAR INITIALS										COMPLETED: _____ DAY / MONTH / YEAR INITIALS																		

GENERAL	Clean pan strainer of debris and sludge.	ONCE PER MONTH		COMPLETED: _____ DAY / MONTH / YEAR										EMPLOYEE NAME _____									
	Check fan screens, inlet louvres and fans. Remove any dirt or debris.	ONCE PER MONTH		COMPLETED: _____ DAY / MONTH / YEAR										EMPLOYEE NAME _____									
	Adopt a risk management/performance-based maintenance regime rather than routine periodic maintenance, avoiding unnecessary use of water.	AS NEEDED		COMPLETED: _____ DAY / MONTH / YEAR INITIALS										COMPLETED: _____ DAY / MONTH / YEAR INITIALS									
	Install a cooling tower bypass valve to reduce tower losses for instances of low heat load such as mild weather or partial building occupancy.	AS NEEDED		COMPLETED: _____ DAY / MONTH / YEAR INITIALS										COMPLETED: _____ DAY / MONTH / YEAR INITIALS									

Maintenance Checklist

TASK Moderate to Low Frequency

WATER CONSERVATION	The spray nozzles should be inspected and the primary header removed and all debris removed.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Perform water treatment analysis for a closed system. Treat as needed to ensure proper water chemistry.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Remove any sludge from the collection basin and check for corrosion that could develop into leaks.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Inspect and clean chemical injector device.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Clean inside the standpipe of the electronic water level controller.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check for leaks in tower basins or casings, flexible connections, pump gland seals and control valves.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Ensure the fill media within the tower is in good condition to obtain optimum water cooling.	ONCE PER YEAR COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____			
	Check blowdown valve, clear debris, and ensure that it is operative.	ONCE PER YEAR COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____			
	Check drift eliminators and ensure they are in good working order.	ONCE PER YEAR COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____			
	Set and closely monitor targets for water and chemical use and cycles of concentration.	ONCE PER YEAR COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____			
	Install a non-return valve on the pump delivery-side to minimize water overflow on tower shutdown.	AS NEEDED	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____	
	Fit drift eliminators or arrestors.	AS NEEDED	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____	
	Install a building control system to easily control building temperature needs.	AS NEEDED	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____	
Request reports on water conductivity tests, chemical use, and leaks after each service by water treatment specialist. Keep log of water and chemical use.	AS NEEDED	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____		

Maintenance Checklist

TASK		Moderate to Low Frequency			
ENERGY EFFICIENCY	Check variable frequency drive for proper operation. Correct as needed.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Align the motor coupling to allow for efficient torque transfer.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Gear reducer/piping - do visual inspection for oil leaks, auditory inspection for unusual noises and vibrations.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check control box for dirt, debris and or loose terminations. Clean and tighten as needed.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check motor contactor for pitting or other signs of damage. Repair or replace as needed.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check fan drive system for excessive wear, proper bearing seating and proper alignment. Adjust, repair or replace as necessary to ensure proper operation.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check alignment of the gear reducer/coupling system.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Inspect heater controller and clean probe ends.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Inspect heater junction box for loose wiring and moisture semi-annually.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Inspect the chiller.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check for refrigerant leaks.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check chiller lockout points for manufacturer's specifications.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check all motor voltages and amps.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Check all electrical starters, contractors, and relays.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	

Maintenance Checklist

TASK		Moderate to Low Frequency			
ENERGY EFFICIENCY	Check the amount of vertical play in the gear box of output shaft by pulling up on the tip of the fan blades. Turn the drive shaft back and forth to determine the amount of free rotation. If movement seems excessive, call a qualified service contractor.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Lubricate fan motor and shaft bearings.	ONCE PER YEAR	COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____		
	Check fan blades. Clean, repair or replace as needed to ensure proper operation.	ONCE PER YEAR	COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____		
	Check heat exchanger for fouling, corrosion or degradation. Clean or repair as needed.	ONCE PER YEAR	COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____		
	Inspect and grease sliding motor base.	ONCE PER YEAR	COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____		
	Ensure that compressor motor and assembly alignments are to specification? Check all seals and provide lubrication where necessary.	ONCE PER YEAR	COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____		
	Conduct compressor oil system analysis and change.	ONCE PER YEAR	COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____		
	Check all electrical connections and terminals for contact and tightness.	ONCE PER YEAR	COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____		
	Inspect electronic water level controller junction box for loose wiring and moisture.	ONCE PER YEAR	COMPLETED: _____ DAY / MONTH / YEAR EMPLOYEE NAME _____		
	Test the vibration limit switch by jarring it. Inspect the switch for corrosion. Never disconnect the vibration switch. If it cuts off often, look for the source of the vibration.	AS NEEDED	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____	COMPLETED: _____ DAY / MONTH / YEAR INITIALS _____	

Maintenance Checklist

TASK Moderate to Low Frequency

GENERAL	Check the Building Management System settings to ensure that the system does not start too early, run too late, or operate unnecessarily on weekends. The setting should also be reviewed to ensure that the minimum amount of operation covers the needs of building occupants.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Complete overall visual inspection to be sure all equipment is operating and that safety systems are in place. Inspect for and repair cracks, corrosion, and deterioration.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check control system and devices for evidence of improper operation. Repair, adjust or replace components to ensure proper operation.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Inspect flex elements and hardware for tightness, proper torque and cracks/deterioration.	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	Check for proper damper operation. Repair, replace or adjust as needed.	ONCE PER YEAR COMPLETED: _____ <small>DAY / MONTH / YEAR EMPLOYEE NAME</small>			
	Inspect pumps and that seals are tightened.	ONCE PER YEAR COMPLETED: _____ <small>DAY / MONTH / YEAR EMPLOYEE NAME</small>			
	Inspect and clean protective finish.	ONCE PER YEAR COMPLETED: _____ <small>DAY / MONTH / YEAR EMPLOYEE NAME</small>			
	Adopt a risk management/performance-based maintenance regime rather than routine periodic maintenance, avoiding unnecessary use of water.	AS NEEDED	COMPLETED: _____ <small>DAY / MONTH / YEAR INITIALS</small>	COMPLETED: _____ <small>DAY / MONTH / YEAR INITIALS</small>	
	Install a cooling tower bypass valve to reduce tower losses for instances of low heat load such as mild weather or partial building occupancy.	AS NEEDED	COMPLETED: _____ <small>DAY / MONTH / YEAR INITIALS</small>	COMPLETED: _____ <small>DAY / MONTH / YEAR INITIALS</small>	

MONTH: _____ YEAR: _____

Maintenance Checklist

TASK		Off-Season Periods							
GENERAL	Consult with your water treatment service provider on off-season best-management practices.	_____		_____		_____			
		WATER TREATMENT SERVICE PROVIDOR		PHONE		EMAIL			
	Run gear reducer for 5 minutes.	IDLE FOR 2-3 WEEKS							
		_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS
Completely fill gear reducer with oil and drain to normal level prior to running.	IDLE FOR 3-4 WEEKS								
	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	
Rotate motor shaft/fan 10 turns.	IDLE FOR ONE MONTH OR LONGER								
	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	

FACILITY: _____

MAINTENANCE MANAGER: _____

Maintenance Checklist

TASK Seasonal Shut-down

GENERAL	Consult with your water treatment service provider prior to shut down.	_____ WATER TREATMENT SERVICE PROVIDOR PHONE EMAIL							
	Drain evaporative cooling unit.	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS
	Cold water basin should be flushed and cleaned with the suction strainer screens in place.	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS
	The suction strainer screen should be cleaned and re-installed.	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS
	The cold water basin drain should be left open.	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS
	The fan shaft bearings and motor base adjusting screws should be lubricated.	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS
	The water make-up valve should be closed. All water make-up piping needs to be drained, if not heat traced and insulated.	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS
	The finish of the unit should be inspected. Clean and refinish as necessary.	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS
	The fan bearings and motor bearings need to be turned at least once a month by hand. This can be accomplished by making sure the unit's disconnect is locked and tagged out, grasping the fan assembly, rotating it several turns.	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS
	In cold weather, check winterization equipment, Make sure any ice accumulation is within acceptable levels.	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS	_____ DATE	_____ INITIALS

Maintenance Checklist

TASK	Seasonal Startup
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Consult with your water treatment service provider prior to system startup.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">WATER TREATMENT SERVICE PROVIDOR</td> <td style="width: 17%; border-bottom: 1px solid black;">PHONE</td> <td style="width: 50%; border-bottom: 1px solid black;">EMAIL</td> </tr> </table>	WATER TREATMENT SERVICE PROVIDOR	PHONE	EMAIL	
WATER TREATMENT SERVICE PROVIDOR	PHONE	EMAIL			
Clean and remove any debris such as leaves from the air inlets.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
DATE	INITIALS	DATE	INITIALS		
Flush the cold water basin (with the strainer screens in place) to remove any sediment or dirt. Remove the strainer screen, clean and reinstall.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
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Check mechanical float valve to see if it operates freely.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
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Inspect water distribution system nozzles and clean as required. Check for proper orientation.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
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Ensure drift eliminators are securely in place.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
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Adjust fan belt tension as required.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
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Lubricate fan shaft bearings prior to seasonal start-up.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
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Turn the fan(s) by hand to ensure it turns freely without obstruction.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
DATE	INITIALS	DATE	INITIALS		
Inspect fan blades. Clearance should be about 1/2" from the tip of the blade to the fan cowl. Blades should be securely tightened to the hub.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
DATE	INITIALS	DATE	INITIALS		
If stagnant water remains in the system including "dead legs" in the piping, unit must be disinfected prior to the fans being energized. (ASHRAE 12-2000 and CTI WTP-148)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
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Fill the cold water basic manually up to the overflow connection.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> <td style="width: 25%; border-bottom: 1px solid black;">DATE</td> <td style="width: 25%; border-bottom: 1px solid black;">INITIALS</td> </tr> </table>	DATE	INITIALS	DATE	INITIALS
DATE	INITIALS	DATE	INITIALS		

Maintenance Checklist

TASK **After the System Has Been Energized**

GENERAL	Adjust mechanical float valve as required.	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
	Unit basin should be filled to the proper operating level: at start- up the unit must be filled to the overflow level. Overflow is above the normal operating level and accommodates the volume of water normally in suspension and some of the piping external to the unit.	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
	Verify fan is rotating in proper direction.	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
	Measure voltage and current on all three power leads. The current must not exceed the motor nameplate full load amp rating.	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
	Adjust bleed valve to proper flow rate if continuous bleed, or calibrate conductivity controller.	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS