

# PREVENTIVE MAINTENANCE CHECKLIST -- IUB FACILITY OPERATIONS

Building:

Work Order#:

Room/Location

Date:

AHU SF#	AHU RF#	EX FAN#	PUMP#	UNIVENTS	MISC.

Heat Wheel Checklist							
Check Bearings	Check Belts	Check Seals	Check Filters	Clean Compressor	Check Wheel for Rotation	Examine Wheel (seals, media)	Grease Wheel
Comments:							

Roll or Pre-filter	Replaced	Size	Type	Quantity	Comments

Final Filter	Replaced	Size	Type	Quantity	Comments

Belts Changed	Replaced	Size	Type	Quantity	Comments

Lubricate					
Fan: YES	NO	Motor: YES	NO	Pump: YES	NO
Comments:					

Cleaning					
A/C Coil	Steam Coil	Hot Water Coil	Chilled Water Coil	Fan Cabinet	Air Intakes
Comments:					

Lights Working	Machine Room		Fan Cabinet	
	Yes	No	Yes	No
Submitted Service Request: Yes No				