



## CARBON FOOTPRINT



# CENTRAL AHU PM Workorder

<p><b>Equipment Type:</b> AHU/20,000 cfm  <b>Manufacturer:</b> XXX  <b>Model No.:</b> XXX  <b>Serial No.:</b> XXX</p> <p><b>Building:</b> Office building  <b>Floor:</b> Ground floor  <b>Room name:</b> Mech room  <b>Year installed:</b> 1978</p>		 <p><i>McKew is a senior project engineer with InterPro Solutions. Reach her at <a href="mailto:amckew@interprosoft.com">amckew@interprosoft.com</a>.</i></p>
---	---	---



Equipment Information	
Belt size	
Motor size	
Filter size	
# of filters	

Special Instructions		Yes	No	N/A
1	Turn electrical power at switch	✓		
2	Make sure you have special tools	✓		
3	Make sure you have correct belts	✓		
4	Make sure you have correct lubricants	✓		
5	Lock-out/tag-out procedures and follow safety procedures identified in the manufacturer's manual	✓		
6	Attach manufacturer's maintenance checklist	✓		

Task #		Weekly	Monthly	Quarterly	Semi-annually	Annually
1	<b>WARNING:</b> To prevent personal injury follow lock-out/tag-out procedures and follow safety procedures identified in the manufacturer's manual			✓	✓	✓
2	Check with operating personnel for deficiencies			✓	✓	✓
3	Check controls and unit for proper operation			✓	✓	✓
4	Check for unusual noise and vibration			✓	✓	✓
5	Check tension, conditions, and alignment of belts adjust as necessary			✓	✓	✓
6	Check coils, evaporator drain pan, blower, motor, and drain piping			✓	✓	✓
7	Lubricate shaft and motor bearings			✓	✓	✓
8	Replace filters			✓	✓	✓
	Clean fan			✓	✓	✓
9	Inspect exterior piping and valves for leaks and tighten connections			✓	✓	✓
10	Inspect exterior ductwork and unit enclosure for leaks and tighten connections			✓	✓	✓
11	Check operation and clean dampers, louvers, and shutters; lubricate all pivot points and linkage			✓	✓	✓
12	Clean area around equipment			✓	✓	✓
13	Complete the workorder and report any deficiencies			✓	✓	✓

**Technician's Comments:**