





CARBON FOOTPRINT

Carbon Neutral



HUMIDIFIER Workorder

Equipment Type Manufacturer Model No. Serial No Building Floor Room name Year installed	Humidifier XXX XXX XXX Historical library Basement Equipment room 1964	  McKew is a senior project engineer with InterPro Solutions. Reach her at amckew@interprosoft.com .
--	---	--

Equipment Information	Description	Item quantity	Actual quantity
Steam humidifier	In discharge air duct	One per system	Eight systems

Special Instructions	Yes	No	N/A
1 Turn electrical power at switch (if electric humidifier).			✓
2 Make sure you have special tools.	✓		
3 Make sure you have the correct strainer.		✓	
4 Make sure you have the correct lubricants.			✓
5 Lockout / tag out procedures and follow safety procedures.			✓
6 Attach manufacturer's maintenance checklist.	✓		

Task #		Weekly	Monthly	Quarterly	Semi-annually	Annually
1	WARNING: To prevent personal injury follow lockout / tag out procedures and follow safety procedures identified in the manufacturer's manual.				✓	✓
2	Check with operating personnel for deficiencies.				✓	✓
3	Operate humidistat through its throttling range to verify activation and deactivation.				✓	✓
4	Inspect steam trap for proper operation.				✓	✓
5	Turn off steam supply.				✓	✓
6	Secure AHU service before servicing humidification unit.				✓	✓
7	Clean strainer.				✓	✓
8	Clean and or replace steam/orifice as necessary.				✓	✓
9	Inspect pneumatic controller for air leaks.				✓	✓
10	Inspect steam lines for leaks and corrosion and repair as necessary.				✓	✓
11	Clean area around unit.				✓	✓
12	Complete the work order and report any deficiencies.				✓	✓

Technician's Comments:	
1	Manually shut off steam to humidifier during the air conditioning season to prevent manifold heat gain.
2	Inspect ductwork upstream and downstream for rust due to steam condensation.
3	Inspect insulation for damage and repair as needed.