## ENERGY RECOVERY UNIT Workorder Unit Tag ERU




InterPro
SOLUTIONS,LLC


McKew is a senior project engineer with InterPro Solutions. Reach her at amckew@interprosoft.com.

| Equipment Information |  |  |  | Description | Item quantity | Actual quantity |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Energy recovery unit |  |  |  | ERC-DOAS | 1 | 1 system |
| Special Instructions |  |  |  | Yes | No | N/A |
| 1 | Turn off electrical power. |  |  |  |  |  |
| 2 | Make sure you have special tools. |  |  |  |  |  |
| 3 | Take care in handling refrigerants and documentation. |  |  |  |  |  |
| 4 | Have correct lubricants. |  |  |  |  |  |
| 5 | Follow lockout/tag out procedures and safety procedures. |  |  |  |  |  |
| 6 | Attach manufacturer's maintenance checklist. |  |  |  |  |  |
| Task \# |  | Monthly | Quarterly | Start Up | SemiAnnually | Annually |
| 1 | WARNING: To prevent personal injury, follow lockout/tag-out procedures and follow safety procedures identified in the manufacturers manual. Disconnect all electrical power to the unit to prior to performing any of the following maintenance procedures Read, understand and follow all the instruction warnings in ALL of the component instruction manuals. |  | $\checkmark$ | $\checkmark$ | $\checkmark$ | $\checkmark$ |
| 2 | Check with operating personnel for deficiencies. |  | $\checkmark$ | $\checkmark$ | $\checkmark$ | $\checkmark$ |
| 3 | Check controls and unit for proper operation. |  | $\checkmark$ | $\checkmark$ | $\checkmark$ | $\checkmark$ |
| 4 | Clean coils, drain pans, and drain piping; clear any sediment or obstructions. |  | $\checkmark$ | $\checkmark$ | $\checkmark$ | $\checkmark$ |
| 5 | Replace filters. |  | $\checkmark$ | $\checkmark$ | $\checkmark$ | $\checkmark$ |
| 6 | Inspect exterior piping and valves for leaks, tighten connections as required. |  |  |  | $\checkmark$ | $\checkmark$ |
| 7 | Check that all control valves fully stroke and shut off tight. |  |  |  |  | $\checkmark$ |
| 8 | Lubricate shaft and motor bearings as required. |  |  |  |  | $\checkmark$ |
| 9 | Inspect and tighten all wire connections and set screws. |  |  |  |  | $\checkmark$ |
| 10 | Clean centrifugal fan. |  |  |  |  | $\checkmark$ |
| 11 | Check damper operator, linkages, set screws, and blade adjustment. |  |  |  |  | $\checkmark$ |
| 12 | Check unit door gasketing and flex connections for cracks or leakage. |  |  |  |  | $\checkmark$ |
| 13 | Clean area around equipment. |  | $\checkmark$ |  | $\checkmark$ | $\checkmark$ |
| 14 | Complete the workorder and report any deficiencies. |  | $\checkmark$ | $\checkmark$ | $\checkmark$ | $\checkmark$ |
| Technician's Comments |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

