



CARBON FOOTPRINT

- Carbon Neutral
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UV WORKORDER

Unit Tag UV-001

Equipment Type Manufacturer Model No. Serial No Building Floor Room name Year installed	Unit ventilator XXX HV-001 111102870 K-12 school First floor Classroom 1971	  McKew is a senior project engineer with InterPro Solutions. Reach her at amckew@interprosoft.com .
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Equipment Information		Description	Item quantity	Actual quantity
				1 system

Special Instructions		Yes	No	N/A
1	Make sure you have special tools.			
2	Follow lock-out/tag-out procedures and safety procedures.			
3	Attach manufacturer's maintenance checklist.			
4				
5				
6				

Task #		Weekly	Monthly	Quarterly	Semi-Annually	Annually
10	WARNING: To prevent personal injury, follow lock out/tag out procedures and safety procedures identified in the manufacturer's manual.			✓	✓	✓
20	Check with operating personnel for deficiencies.			✓	✓	✓
30	Check controls and unit for proper operation.			✓	✓	✓
40	Check pan and drain for obstructions and algae buildup. Clean as required.			✓	✓	✓
50	Replace filters as required.			✓	✓	✓
60	Remove access panel and vacuum inside of unit and coils.				✓	✓
70	Check coils and piping for leaks, damage and corrosion. Repair as necessary.				✓	✓
80	Inspect fan and motor assembly for dust and dirt; clean as required.				✓	✓
90	Lubricate fan shaft end bearing as required. Use a few drops of high-grade SAE 20 or 30 non-detergent oil. Do not over-oil.				✓	✓
100	Clean area around unit.		✓	✓	✓	✓
110	Complete the workorder and report any deficiencies.		✓	✓	✓	✓

Technician's Comments	
1	Inspect insulation for damage and repair as needed.
2	
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