

MAINTENANCE SERVICES

PREVENTIVE MAINTENANCE: ENVIRONMENTAL CONTROLS

WESTERN MICHIGAN UNIVERSITY



Description	Shift	Frequency	Area
1. Control Valve <i>Lubricate, repack test actuator diaphragm, calibrate</i>	1,2	Yearly	AE/GF
2. Damper – Air Handling Units <i>Lubricate linkages, pivots, check pneumatic actuator, run test sequence, clean covers</i>	1,2	Yearly	AE/GF
3. Signal System Check <i>Check system in each building from computer for potential problems</i>	1	Weekly	AE/GF
4. System Backup – ASD <i>Backup ASD bus devices onto laptop or PC hard drive</i>	1	3 Months	AE/GF
5. System Backup – Micronet <i>Backup Micronet devices onto laptop</i>	1	2 Years	GF
6. Freeze Stat Test <i>Check freeze protection for air handling system</i>	1,2	Yearly	AE/GF
7. Heat Tape Sensor <i>Clean sensing device and verify calibration</i>	1	Yearly	AE/GF
8. UHC Filter Maintenance <i>Clean filters in control panel and grill</i>	1	Yearly	AE/GF