

MAINTENANCE SERVICES

PREVENTIVE MAINTENANCE: SKILLED TRADE HELPER

WESTERN MICHIGAN UNIVERSITY



Description	Shift	Frequency	Area
1. Air Handling Systems Grease/Oil Maintenance <i>Lubricate fan and motor bearings, clean condensate pans of debris, clean drain line, clean interior of supply and return fan intake housing</i>	1	6 Months	GF
2. Mechanical Equipment & Water Softeners in Building <i>Domestic circulating pumps, air handlers/furnaces/make up air units, check domestic hot water system/boiler, check exhaust fans and dampers, perform a visual inspection of the building</i>	1	Weekly	GF
3. Building Closure Inspection <i>Perform building interior and exterior inspection, inspect for leaks, smells, vandalism, broken doors, windows, etc, report anything unusual</i>	1	2 Weeks	North Hall
4. Clean Condenser Coils <i>Remove all growth and debris around air handler/condensing units, vacuum or power wash condenser coils</i>	1	Monthly	AE/GF
5. Clean Filters for Make Up Air Unit <i>Remove and wash filters, check for proper drainage, cleanliness of the pan</i>	1	3 Months	AE/GF
6. Filter Change & Grill Cleaning <i>Clean intake/exhaust screen or louvers, install new filter, exercise dampers, cycle the stat to make sure system is functioning</i>	1	6 Months/Yearly	AE/GF
7. Filter Change for Air Handlers <i>Change filters, lubricate and inspect fan and motor bearings, clean interior of supply fan intake ductwork</i>	1	6 Months/Yearly	AE/GF
8. Filter Change for Cabinet Unit Heaters <i>Change filters, lubricate and inspect fan and motor bearings, clean interior of supply fan intake ductwork</i>	1	6 Months/Yearly	AE/GF
9. Filter Change for Exhaust Fan <i>Change filters, lubricate and inspect fan and motor bearings for noise and proper function, clean interior or supply fan intake ductwork</i>	1	6 Months/Yearly	AE/GF

SKILLED TRADE HELPER CON'T

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10. Filter Change for Misc & VAV Boxes <i>Change filters, lubricate and inspect fan and motor bearings, clean interior of supply fan intake ductwork</i>	1	6 Months/Yearly	GF
11. Filter Change for Pool Pac Air Handling Unit <i>Remove and wash filter, clean surrounding filter area including discharge vent, visually inspect fan, motor, evaporative coil for proper operation</i>	1	6 Months/Yearly	SRC
12. Filter Wash for Air Handlers <i>Remove and wash filter, clean surrounding filter area including discharge vent, visually inspect fan, motor, evaporative coil for proper operation</i>	1	6Months/Yearly	AE/GF
13. Fin Tube Cleaning for Building Public Areas <i>All fin tubes in public areas only, such as hallways, stairways, lounges, using a designated degreaser spray fin tubes freely until dirt is removed, using water spray fin tubes to remove excess degreaser</i>	1	3 Years	AE/GF
14. Furnace Filter Change <i>Clean filters tracks and adjacent areas, replace with new filters, after replacing access door test furnace to ensure proper operation, clean intake grill of furnace</i>	1	1 Year	AE
15. Heat Pump Filter Change & Check List <i>Clean condensate drain pan, check and tighten all electrical connection, clean evaporator and condenser coils, check thermostat for proper operation</i>	1	6 Months	Walwood, Bill Brown
16. Inspect and Clean Mechanical Rooms <i>Inspect and clean mechanical rooms, sweep, empty trash cans, remove any unwanted mechanical equipment and furniture from the rooms</i>	1	6 Months	AE/GF
17. Inspect & Wrap Window Shaker for Winter <i>Inspect each window shaker for cold draft entering the space</i>	1	1 Year	GF
18. Inspection of Recreational Equipment <i>Check weight machines, cables, frames, naugahyde, cardiovascular machines, tighten cabinet door hinges as needed, exercise bikes in team locker rooms</i>	1	Weekly/Monthly	GF

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Description	Shift	Frequency	Area
19. Oil/Grease Hydronic Heating Pumps <i>Check pump coupling for alignment and damage, check mechanical seal for leakage and report, oil pumps and check wicking for discoloration and report</i>	1	6 Months	AE/GF
20. Pool and Fountain Cleaning <i>Clean (vacuum) pools and fountain and clean strainers, vacuum, clean walls of debris and scale</i>	1	Weekly	GF
21. Smoke Detector Test <i>Test smoke detectors</i>	1	1 Month	AE/GF
22. Supply and Return Ventilation Grill Cleaning <i>Clean/vacuum all supply, return, exhaust, transfer, intake ventilation grills, diffusers for the space indicated on the work order</i>	1	1 Year	AE/GF
23. Pneumatic Control Air Compressor <i>Record on and off pressure, record run and stop time, check oil level, check blow down cycle, inspect all piping for air leaks, if duplex compressor, make sure both compressors alternate and run, replace belts</i>	1	Monthly	AE/GF
24. Pneumatic House Air Compressor <i>Record on and off pressure, record run and stop time, check oil level, check blow down cycle, inspect all piping for air leaks, if duplex compressor, make sure both compressors alternate and run, replace belts</i>	1	Monthly	AE/GF
25. Monster/GTS Bleachers Lubrication <i>Apply a light amount of white lithium grease to guide rods, horse cantilever arms and power system chains</i>	1	1 Year	GF
26. Testing Chemical Level & Sampling Pool Water <i>Test and record pH level, hardness level, chlorine and bromine levels, FAC and TAC levels, alkalinity level, water treatment – disinfectant additions, water and air temperature, backwash filters after pool has been cleaned, bacterial analysis</i>	1	1 Week	GF
27. Clean Intake and Exhaust Grills <i>Power wash or vacuum intake and exhaust grills</i>	1	6 Months	AE/GF
28. Ventilation Intake & Filter Change <i>Remove old and replace with new filters</i>	1	6 Months	AE/GF