

Project Name

PREVENTIVE MAINTENANCE SCHEDULE														
Equipment Type	Equipment Tag	Quantity	January	Feburary	March	April	May	June	July	August	September	October	November	December
Centrifugal Chiller	CH-1	1			A									
Reciprocating Chiller	CH-2	1			A									
Built-up Air Handler	(F-1, F-2)	1												
Exhaust Fans	F-3, F-4, F-5, F-6	4		Q			Q			Q			Q	
Cooling Tower	CT-1	1				S				S				
Pumps	P-1 thru P-6	6				S					S			
VAV Boxes	VAV-1 thru VAV-126	126									A			
Fan Coil Units	FCU-1 thru FCU-61	61			A									
Unit Heater	UH-1 thru UH-5	5									A			
Domestic Water Heaters	DWH-1, DWH-2	2			Q	A		Q			Q			Q
Split DX Units	DX-1, DX-2	2									A			
Lighting	-	-	M	M	M	M	M	M	M	M	M	M	M	M
Building Automation System	-	-			S							S		
IBEAM	-	-												

Tasking Key
A = Annual Inspection
S = Semi Annual Inspection
Q = Quarterly Insepction
M = Monthly Tasks
W = Weekly Tasks

Project Name
TASK LIST

Building Automation System

Specific Building Equipment:

Automated Logic

Monthly Tasks

Date _____

- 1 Check for alarms and/or failures.
- 2 Check set points, temperatures, and pressure on chillers, AHUs, fans, pumps, and lighting.
- 3 Check equipment status indicators.
- 4 Make note of any non-critical adjustments / repairs required
- 5 Check Scheduling

Responsible Party: Engineering

Deficiencies: _____

*Resolution
& Date(s):* _____

