



HVAC PM Checklist

Except in the case of an Uncontrollable Circumstance, HVAC servicing shall consist of 4 service calls per year (every 3 months) over the course of a year during normal working hours, Monday-Friday 7:30-4:00.

Air Conditioning Systems

- Replace air filters every 90 days, using either a 2" poly material filter or an 85% pleated 2" filter. End filters are to be dated with install date. **Absolutely no fiberglass filters allowed.**
- Clean condenser coils using hot water and coil cleaner min. 2x per year (Summer/Winter Start Up) or as needed by prevailing conditions.
- Clean or replace outside air damper filters
- Clean evaporator drain pan and drain lines with hot water (cooling months only). Anti-fungal Tablets may be used.
- Check evaporator and condenser coils for excess grease and dirt. Clean coils as needed.
- Lubricate all bearings as needed.
- Adjust and/or replace belts as needed. (One usable belt is to be left in each piece of equipment for emergencies and should be placed inside the dated sleeve from the most current belt change.
- Visual inspection for refrigerant leaks.
- Check temperature drop across evaporator coil (18 – 22 degrees desirable)
- Visual inspection of electrical controls
- Ensure that all access panels are properly secured

Summer Start Up (May/June) – In addition to the services listed above:

- Check operating pressures and refrigerant levels.

Winter Start Up (October/November) – In addition to the services listed above, inspect the following items to insure safe operation of heating systems:

- Visual inspection of heat exchangers
- Fire all units in HEAT mode and check all safety controls and burners for proper operation.

Air Curtain/Fly Fans (If on Premises)

- Adjust and/or replace belts as needed. (One usable belt is to be left in each piece of equipment for emergencies and should be placed inside the dated sleeve from the most current belt change.
- Lubricate all bearings as needed
- Inspect for proper operation
- Inform managers of any unusual vibration and or noise.

Detailed Service Provider Field Service Report will be made available to Dutch Bros Facilities through the Ecotrak work order at the completion of each service visit.

Maintenance services will be provided in compliance with manufacturer's specified recommendations.



Service Provider will instruct Dutch Bros Manager/Operator in the basic operation of the equipment to provide the greatest operating efficiency.

Proposal will be provided to Dutch Bros Facilities through Ecotrak at service provider's standard rates and prices for parts and labor for any additional repair services and must be approved by the Regional Facilities Manager and/or the Senior Facilities Manager.