

GRIFOLS

HVAC Preventative Maintenance Exhibit

HVAC Preventative Maintenance (Q4 Heating)

Location		Date Initiated
HVAC ID:		Pass/Complete
Repair Needed		
1.	Change all air filters. (Must be Pleated)	
2.	Check belts and sheaves for fans and blowers; adjust as necessary. Replace once every year.	
3.	Clean outside air intake screen.	
4.	Check building (automation) control system and zone operation. (if Applicable)	
5.	Check and verify the heating systems is operable	
6.	Check and clean burner assembly	
7.	Lubricate and adjust dampers and linkages as requires. Verify economizer dampers are set and operable. Outside air dampers to be 10% min. <i>If equipped with CO sensors, set to 0%.</i>	
8.	Check for acceptable temperature rise.	
9.	Check and calibrate room/space thermostats/sensor.	
10.	Check all electrical connections, contactors, relays and operating/safety controls for loose connections and correct operation. Make adjustments as required.	
11.	Check gas fired heat exchanger condition as required.	
12.	Check ignition sequence and pilot flame rectification as required.	
13.	Check main flame characteristics; adjust gas pressure and combustion air as needed as required.	
14.	Check flue draft and/or vent motor as required.	
15.	Check water pressure and flow in hydronic system. Does it meet system requirements as required? (if applicable)	
16.	Lubricate building and boiler pumps as required.	
17.	Check boiler combustion draft and flame rectification as required.	
18.	Check boiler operator and safeties as required.	
19.	Check boiler overpressure/safety relief device as required.	
20.	Test the operation of the Emergency Heat strips if system is a heat pump.	
21.	Review general equipment condition with management	

