VII. Section 7 – General Maintenance

A. General Maintenance Sample Form

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| Ventilation Verification and Energy Optimization Assessment | | |
| **General Maintenance Form** | | |
| Project Name: | | Unit Name: |
| Project Address: | | Unit Location: |
| City / Zip Code: | | Area Served: |
| **Verify General Maintenance** *In accordance with ASHRAE Standard 62.1 Table 8-1 Minimum*  *Maintenance Activity and Frequency for Ventilation System Equipment.* | | |
|  | **Verify coil condition** - Note downstream and upstream condition | |
|  | **Verify condensate drainage** | |
|  | **Temperature Differential (Cooling Mode) -** Measure and Document cooling coil air temperature differential (entering and leaving dry bulb)   * If applicable, measure GPM on hydronic systems. | |
|  | **Temperature Differential (Heating Mode) –** Measure and document air temperature differential (entering and leaving dry bulb)   * If applicable, measure GPM on hydronic systems. | |
|  | **Verify condition of drive assembly**. (if applicable) | |
|  | **Deficiencies** - Document deficiencies, general condition of unit, and make  recommendations for additional maintenance, replacement, or upgrades. | |
|  | **Repairs and Adjustment.**   * Document Required Repairs and Adjustments | |
|  | Include relevant photographic documentation | |

This document is intended to be used solely as an aide when developing the methods, procedures, and forms used in the Ventilation Verification and Energy Optimization Assessment. It is the responsibility of each contractor, supervisor, and technician to ensure that the methods, procedures, and forms used meet the requirements of the local mechanical codes. The National Energy Management Institute Committee makes no representations, whatsoever, that drafting procedures or forms based on this document will meet that requirement of local mechanical codes and expressly disclaims any liability or responsibility regarding the use of this document.

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