

## Recommended Preventive Maintenance Routines (Supply and Exhaust Ventilation Units, Air Station)

### SUPPLY VENTILATION UNITS

Unit ventilators, Fan coil units

RESPONSIBILITY	TASK	Every Month	Every 3 Months	Every 6 Months
Building Service Manager (BSM) or Plant Equipment Operator (PEO)	Check filter condition	X		
BSM or PEO	Check and clear area in front of intake grill	X		
BSM or PEO	Change filter. Verify thermostat guard is in place. Check for pneumatic and water leaks. Check damper operation		X	
BSM or PEO	Replace filter, remove debris, vacuum and wipe interior (including coils), clean accessible side of coil, clean and sanitize pan, oil bearings, check thermostat operation, oil motor if needed, check valve operation, flush condensate line with clean water, check water valve for exterior leakage			X

**Portable classroom units, heat pumps, central air handling units, rooftop units**

RESPONSIBILITY	TASK	Every Month	Every 3 Months	Every 6 Months
BSM or PEO	Check filter condition	X		
BSM or PEO	Change filter.		X	
BSM or PEO	Vacuum interior of unit			X

**Baseboard heaters**

RESPONSIBILITY	TASK	Every Month	Every 3 Months	Every 6 Months
BSM or PEO	Vacuum fins and visually inspect connections and housing for damage	X		

**EXHAUST FANS**  
**Belted Fans**

RESPONSIBILITY	TASK	Every Month	Every 3 Months	Every 6 Months
BSM or PEO	Inspect motor and belt Oil/grease, if applicable Clean housing and fan		X	

**Direct-Drive Fans**

RESPONSIBILITY	TASK	Every Month	Every 3 Months	Every 6 Months
BSM or PEO	Inspect motor Oil/grease, if applicable Clean housing and fan		X	

**AIR STATION PREVENTIVE MAINTENANCE ROUTINE**

RESPONSIBILITY	TASK	Every Week	Every Month	Every 6 Months
BSM or PEO	Drain compressor tank, filter bowl, and any air lines that have drain cocks. Check compressor crankcase oil level. Check compressor safety-relief valve	X		
BSM or PEO	Oil the compressor motor(s). Check pressure relief valve and the check valve. Check operation of air drier. Check for moisture, oil, and dirt in air lines. Clean air intake filter, felt, and screens. Check compressor belt(s).			X