

WORK ORDER/HVAC CHECK LIST

This check list is to help DSPO and DOM collaborate efficiently and assign the right person to the job the first time! When calling in any emergencies, please fill out the form and fax it to your supporting depot.

Be sure the service request number is written on the check list for reference.

Bethesda Maintenance Fax: 301-469-1136 Clarksburg Maintenance Fax: 301-353-0943 Randolph Maintenance Fax: 301-929-2255

Maintenance Checklist When Submitting Emergency/Urgent Work Orders or Phone Calls					
	School:	Manager:			
	Date:	Called Maintenance at:			
	Service Request Number:	Your phone #:			
	Room/Area:				
	Daycare Affected?	Yes	No	Other special needs?	
	Please check the following:			Comments	
I. Heating, Ventilation & Air Conditioning (HVAC)					
	Room Barcode (Upper corner of door jamb):				
	Asset Barcode (on unit):				
	Specify equipment (circle one): (UV, FCU, AHV, ERU, VAV, heat pump)				
	Temperature Reading @ Thermostat/Sensor		°F	Set Points: Heating = 70°F (+/- 2°); Cooling = 76°F (+/- 2°)	
HVAC & EMS	Checked unit for power	On	Off		
	Check air filter (both sides): Clean or dirty?	Yes	No		
	Are condensate pans/drains working?	Yes	No		
	Where is the water dripping? Specify:				
	Is air compressor running?	On	Off		
	Pumps running?	On	Off		
	Boilers/Chillers status?	On	Off		
	Is exhaust fan working?	On	Off		
	II. Energy Management Systems (EMS)				
	Zone Number:				
Thermostat Sensor Number:					
Verify equipment status on computer	On	Off			
Visual check of equipment	On	Off			
III. Ceiling Leaks					
	Lifted ceiling tile to identify where leak originates (roof drain, pipe, other)			Specify source:	
	Checked roof drains for debris	Yes	No		
IV. Electric					
OTHER	Check breakers	On	Off		