

Attachment B- Minimum Inspection Requirements TCTC-22-HVAC Maint

Awarded contractor must submit a checklist within 14 days after each service that identifies the specific HVAC unit and all services performed.

Minimum maintenance items must include:

Evaporator coil overall system check to include:

Coil condition
Drip pan checked and drains cleaned
Evaporator entering and leaving air temperature noted on checklist

Condensor coil overall system condition checked to include:

Fans, motors, and water pumps checked and lubricated
Entering and leaving air temperature noted on checklist

Compressor overall system check to include:

Oil Pump and Oil Level
Contactor
Electrical Connections
Check approach temp
Check/Verify leaving temp
Document Delta T
Volts and Amps (listed)

Refrigerant Circuit overall system check to include:

Leak detection
Refrigerant controls
Insulation and vibration

Fan & Fan Drive overall system check to include:

Fan and motor operational check and lubrication
Belt inspection and tension adjustments and/or belt replacement as needed
Drive and alignment
Visual electrical connections inspection and tighten as needed
Verify Voltage

Heating overall system check to include:

Burner inspection
Heat Exchanger inspection
Flame and air adjustments as needed
All operating and safety controls checked
Coil inspection
All electrical connections
Verify Voltage

Control systems overall system check to include:

Thermostat, starters, and relays inspected and checked
Service air compressors
Inspect all dampers and motors

Cooling Tower overall system check to include:

Float Valve operation

Fan and motor operational check and lubrication

Clean strainers

Belt inspection and tension adjustments and/or belt replacement as needed