

Sys Central Station Air Handling Units

Maintenance Task Description	Frequency *	Skill Level **	Time Hours ***	Special Tools Req'd	Parts	Specific Safety Instructions
Clean fan bearings. Clean grease lines.	Q	A	0.25	None	None	1,2,3,6,7,8,9
Lubricate fan bearings.	Q	A	0.25	None	None	1,2,3,6,7,8,9
Check fan sheave alignment	Q	A	0.25	None	None	1,2,3,6,7,9,14
Check fan belt tension and adjust if required	Q	A	0.25	None	None	1,2,3,6,7,9,14
Inspect and test damper operating linkages with AHU operation	SA	A	0.25	None	None	1,2,3,6,7,9,14
Inspect coils and clean if required	SA	A	0.25	Steam Generator	None	13 1,2,3,5,6,7,9 12,14
Inspect inside unit casing for mold or dirt and clean if required	A	A	0.25	None	None	1,2,3,6,7,9
Inspect and clean air flow measuring stations in supply and	A	A	0.25	None	None	1,2,6,7,9,14
Lubricate fan motors	A	A	0.25	None	None	1,2,3,6,7,9,14
Clean fan wheel and shaft	A	A	0.5	None	None	1,2,3,6,7,9,14
Inspect & tighten electrical power and control wiring connections	A	A	0.25	None	None	1,2,3,4
Inspect gasketing on access doors and unit casing and repair or replace if damaged	A	A	0.25	None	None	1,2,6,7,9 14
Inspect flexible connection at fan outlet/inlet and replace if damaged	A	A	0.25	None	None	1,2,6,7,9,14

Note: See filter sections for filter service.

** Skill Level Legend	
O	Unskilled Laborer
A	Apprentice Mechanic
J	Journeyman Mechanic
M	Master Mechanic
FT	Factory Trained Tech.

Note: See sheet 2-1-2b10 for specific safety instructions.

*** The time indicated is for the required to service one unit

* Frequency Legend	
D	Daily
W	Weekly
M	Monthly
Q	Quarterly
SA	Semi-Annually
A	Annually

Safety instructions to observe when working with this equipment are as follows:

- 1 Warning:** When working on air handling unit motors, provide a lockout device, a lock out tag and a tagout device on the electrical breaker or on the motor disconnect switch. See sheet PART I - Page 5-9 & 5-10 for panel, breaker and/or disconnect switch. The devices shall be in full compliance with Appendix 11-13.
- 2 Warning:** Disconnect control power circuit when working on air handling unit motor.
- 3 Warning:** Insure the air handling unit motor is properly electrically grounded before performing any service on that motor.
- 4 Warning:** Use only grounded or insulated (UL approved) electrical equipment.
- 5 Warning:** When cleaning motor, never use cleaning fluids with flashpoints below 100 degrees F.
- 6 Caution:** In addition of the normal dangers of rotating machinery, fans present an additional hazard in their ability to suck in not only air, but loose material as well. Solid objects can pass through the fan and be discharged by the fan impeller as potentially dangerous projectiles, therefore screen duct opening from fan outlets where possible.
- 7 Caution:** When performing any type of work around rotating machinery, keep extremities, long hair and loose clothing away from all rotating machinery.
- 8 Caution:** Do not lubricate or adjust machinery in operation. If such services must be performed on operating machinery, station a second person at the stop-start switch.
- 9 Caution:** Do not remove access panel fasteners until the fan wheel is completely stopped. Never enter the AHU casing without deenergizing the fan motor and allowing the fan to stop.
- 10 Caution:** When replacing motors or heavy items, be aware of correct lifting techniques and use material hoists and power equipment where needed.
- 11 Caution:** When welding or cutting inside the AHU enclosure, insure that the welding fumes or smoke does not migrate into adjacent spaces through the ductwork. Protect adjacent flammable material equipment and keep a fire extinguisher nearby.
- 12 Caution:** When steam cleaning the AHU coil, keep personnel clear of work area and exercise caution to prevent burns.
- 13 Caution:** Do not work on dampers until their operators or linkages have been disconnected.
- 14 Caution:** Secure fan drives sheaves before working on a fan to insure that the rotor cannot free wheel.
- 15 Caution:** Never pressurize equipment in excess of the system design pressure and be sure that all of the dampers are open.