

# Sys Constant and Variable Volume Terminal Units

Maintenance Task Description	Frequency *	Skill Level **	Time Hours ***	Special Tools Req'd	Parts	Specific Safety Instructions
Inspect damper operating linkages and lubricate if recommended by the manufacturer	A	A	0.25	None	None	2,3,4,5
Inspect and clean air flow velocity sensors	A	A	0.25	None	None	2,3,4,5
Inspect hot water heating coil and clean if dirty	A	A	0.25	None	None	2,3,4,5,6
Open and bleed coil air vent for trapped air	A	A	0.25	None	None	2,3,4,5,6
Inspect electrical wiring connections and tighten if required	A	A	0.25	None	None	1,2,3,4,5

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

\*\*\* 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:

- Warning:** Disconnect control power when working on unit.
- Caution:** Do not use metal ladders.
- Caution:** When using a step ladder, never stand on the top step of the ladder.
- Caution:** The terminal units are located above ceilings. Wear safety glasses when servicing this equipment to prevent falling debris from injuring the eyes or from air blown particles when opening duct access door.
- Caution:** When opening duct access door at the terminal units, remember that the duct may be under a positive pressure. Either turn off the respective AHU or carefully open the door, keeping in mind to maintain pressure on the face of the door to prevent it from flying open upon release of the door latch.
- Caution:** Water in the heating coil is hot. Close coil service valves, drain water from the coil, drain and relieve any pressure before disconnecting coil piping. Before returning this coil to service duty, insure that the coil service valves have been opened.