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NOTE: These Task Sheets show good practice maintenance requirements without undertaking excessive maintenance. The specific PPM requirements of each asset should be determined by the FM Contractor who understands the plant in detail together with its operational and H&S requirements. These Task Sheets should however be assessed / incorporated where appropriate.

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CONTACT TSA FOR FULL VERSION

Asset/System:		Air Cooled Chillers				Task Sheet No:		55.1 030 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
			✓						

AIR COOLED WATER CHILLERS

3 Monthly

- Carry out visual inspection
- Not all gauge readings
- Check site glass for refrigerant level
- Check flow and return temperatures for satisfactory operation

CONTACT TSA FOR FULL VERSION

Asset/System:		Air Cooled Chillers				Task Sheet No:		55.1 030 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
					✓				

Yearly

General

- Inspect the chiller for signs of leaks, undue noise and vibration.
- Check condition of insulation and make good any defects that are found.
- Report on general finish of plant.
- Inspect all pipework, pipe connections and supports for damage, loose or missing fittings. Repair as necessary.
- Check and log the following:-
 - a) Suction and discharge pressures
 - b) Suction and discharge temperatures
 - c) Oil pressure and level
 - d) Compressor running current
 - e) Chilled water inlet and outlet temperatures
 - f) Hours run readings.
- Carry out a function check on all control/safety devices including:-
 - a) LP cut-out
 - b) HP cut-out
 - c) Oil pressure cut-out
 - d) Low temperature cut-out
 - e) Solenoid valves
 - f) Temperature thermostat
 - g) Condenser fan speed controller.
- Check condition of chiller and condenser casing, including the following:-
 - a) Remove any sediment build-up and ensure drains are clear
 - b) Check fan guards
 - c) Ensure all bolts/screws, etc. are in place and tight
 - d) Remove any rust spots, treat and paint.

Controls

- Check operation of temperature control thermostats. Inspect electrical panel and components for wear, especially the compressor contractors. Check operation of safety thermostats and mechanical timers.
- Check loading sequencing for correct operation.
- Check all safety cut outs including high and low pressure safety cut-outs and the anti-freeze thermostat cut-out for operation and correct calibration.
- Check all contactors for wear
- Check all thermal overloads
- Inspect all electrical wiring
- Start and Run Currents Check and compare with manufacturer's figures and figures obtained during commissioning.

Refrigeration Circuits

- Check for oil and refrigerant leaks. Any leak of refrigerant should be dealt with immediately.
- Oil in Crankcase - Check level and condition.
- Check operation of Crankcase Heater
- Check superheat setting of thermostatic expansion valve (TEV) and record setting

- Test oil for acid content, replace as necessary.
- Check refrigerant sight glasses and ensure adequate refrigerant level with no indication of moisture.
- Check all bolts on compressors
- Inspect external oil filter
- Check low and high pressure set points
- Change liquid line dryers as required.

Condenser

- Check operation of condenser. Check fans for undue noise or vibration.
- Inspect all fan guards
- Check all supporting nuts and bolts

Inspect and clean condenser coil. Check for damage to fins, comb and blow out with compressed air or steam as required.

CONTACT TSA FOR FULL VERSION

Asset/System:		Air Filters				Task Sheet No:		57.6 250 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
				✓					

AIR FILTERS

6 Monthly (plus rolling replacement programme)

- Inspect for filter effectiveness, ie air bypass
- Inspect filter membrane condition
- Record filter pressure drop

Note: a planned replacement programme must be set up for each filter depending upon the operation times, filter type, and air source. Replace filters in accordance with risk assessment approach – pressures must remain below manufacturer’s replacement recommendations, air quality downstream must be good, and air bypass must be minimised.

CONTACT TSA FOR FULL VERSION

Asset/System:		Air Handling Units				Task Sheet No:		57.1 040 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
		✓							

AIR HANDLING UNITS

Monthly

- Check for undue noise, vibration and air leaks
- Note & compare readings from gauges, ammeters, filters, etc as fitted
- Inspect fan belt tension for belt drive fans
- Inspect condensate trays and drains & ensure they are clear
- Check for signs of standing water

CONTACT TSA FOR FULL VERSION

Asset/System:		Air Handling Units				Task Sheet No:		57.1 040 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
					✓				

Yearly

- Check exterior for signs of leaks, deterioration or damage
- Check fan and motor for security of drive and mountings
- Check belt/coupling alignment and condition. Adjust/replace as necessary
- Check bearings for obvious signs of wear (without dismantling plant)
- Lubricate fan and motor bearings where applicable
- Check fan flexible ductwork connections
- Check anti-vibration mountings
- Vent air from coils
- Take swab for laboratory analysis of internal cleanliness
- Inspect heating and cooling batteries for leaks, blockages, & satisfactory filtration effectiveness - comb out any damage
- Check fan bearings for end float. Ensure impeller is secure on shaft. Clean fan
- Clean damper blades
- Check freedom of manual damper operation / movement. Reset to correct "marked" position. Lubricate linkages as required
- Check anti-vibration mounts
- Check that all access covers / access panels fit securely and do not leak
- Check that thermal linings are in tact and that no particulates can be dislodged into the air stream
- Where grease lubricated bearing are fitted, remove old grease and replenish
- Grease slide rail adjusters
- Inspect for missing bolts, screws, rivets etc
- Clean all internal AHU surfaces with appropriate disinfectant
- Wipe clean AHU external surfaces
- Check security of safety guards
- Check for signs of rust, and treat as necessary

CONTACT TSA FOR FULL VERSION

Asset/System:		Air Handling Units				Task Sheet No:		57.1 040 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
									✓

10 Yearly

- Carry out air volume and fan pressure check
- Carry out DW 144 pressure leakage test on the AHU
- Examine fan scroll for balance
- Carry out fan efficiency test by comparing Pressure * Volume with measures electrical power input
- Carry out controls performance check by visually inspecting the operation of all component parts in accordance with the controls intent
- Carry out surface temperature plot of external AHU to verify insulation performance
- Inspect starter & controls wiring, making sure connections are tight, examine starter contacts and replace if burned / pitted
- Check wear profile of pulleys & bearings

NB: for fixed electrical testing including earth continuity and insulation resistance refer to Electrical sheets

CONTACT TSA FOR FULL VERSION

Asset/System:		BMS System				Task Sheet No:		57.6 400 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
					✓				

BMS SYSTEMS

Yearly

Supervisor

- Check security and integrity of cables and connectors.
- Perform diagnostic tests and check computers for operation.
- Clean disk drive according to manufacturers instructions.
- Check mouse for smooth operation and clean ball if necessary.
- Take back-up copies of site data files.
- Check VDU Monitor for focus, contrast, brightness and for correct operation.
- Check keyboard for correct operation and clean.
- Clean unit with approved cleanser.

Outstation Hardware

- Check mechanical conditions of outstation hardware, making notes on environmental conditions.
- Check security and integrity of all connectors.
- Carry out voltage check on power supplies.
- Check on-board battery for correct voltage.

Outstation Software

- Optimised start/stop - Verify operation by interrogating software/hardware copy.
- Time Clock - Check real time clock for accuracy throughout system
- Time Switching - Review current operating parameters according to client's needs
- Data Logging - Review existing logs
- Alarms - Check that plant alarms are enabled to the requirements of the client
- Alarm Management - Review frequencies of generated alarms for any potential problems
- Check that outstation software is re-instated. in correct sequence after restoration of power.
- Control Loops - Check integrity of the installed programme
- Check Stability of plant

Field Equipment

- Check Calibration of principal sensors.

Asset/System:		Boilers – Gas Fired Atmospheric				Task Sheet No:		56.13 80 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
					✓				

BOILERS – GAS FIRED ATMOSPHERIC

Yearly

Fire Safety Checks

- Check all gas supply valves for free operation and ensure each valve is complete with its own handwheel or key.
- Test manually operated valves for correct operation and positive gas shut off.
- Test solenoid operated valves for correct operation and positive gas shut off.
- Test quick release/dead weight valves for correct operation and positive gas shut off.
- Check all interconnecting tension wire, fusible links, fire buttons and pulleys for freedom of operation and satisfactory condition.
- Ensure local and remote indicator lamps function satisfactorily.
- Test the sensitivity of the gas detection units (recalibrate in accordance with the manufacturers instructions if necessary).
- Reset all stops and safeties, confirm plant returns to normal operation.
- Ensure original provision of combustion air is clear of any obstruction and operating correctly.

PPM

- Inspect electrode assembly for cracks & chips, ensure clean & secure
- Inspect burner for damage
- Inspect all associated wiring
- Check burner flame controls throughout full operating range
- Inspect flame condition – bright, even shape, without sparkles
- Check high level temperature cut out
- Inspect waterways for leaks
- Perform simulated flame failure and confirm lock out functions. Clean flame failure device.
- Lubricate fan linkage
- Clean burner heads and ignition electrodes. Replace as required.
- Inspect HT leads, transformers, controllers, etc.
- Inspect and test all boiler safety devices including water flow switches, flue temperature thermostats, control and high limit thermostats.
- Check gas and air flow rates and carry out combustion efficiency tests throughout burner firing range.

Asset/System:		Closed Water Systems Dosing				Task Sheet No:		56.3 180 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
				✓					

CLOSED WATER SYSTEMS DOSING

6 Monthly

- Specialist to analyse system water and chemically dose accordingly.
- Inspect valves for correct operation, lubricate as required.
- Inspect dosing pot, associated pipework and fittings. Clean, treat corrosion and paint as necessary.
- Check dosing rate and system water conditions.

CONTACT TSA FOR FULL VERSION

Asset/System:		Condition Monitoring				Task Sheet No:		91.0 040 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
				✓					

CONDITION MONITORING

6 Monthly

Pumps

- Record pump suction & discharge pressures
- Record vibration reading at specific location (mark with indicator tag for future recordings)

AHUs

- Check and record filter manometer reading.
- Record vibration reading at specific locations (mark with indicator tag for future recordings)
- Record manual damper fixed positions
- Record filter pressure drop
- Monitor cleanliness of heating & cooling coils via pressure drop where possible or visual description / photo

Pipework Systems

- Record all commissioning & balancing valve settings
- Record level of surface corrosion evident at certain flanges / exposed pipework locations (label observation locations)
- Record water treatment test results
- Record water treatment chemical additives (quantities)

Ductwork Systems

- Record internal cleanliness condition of ductwork system in specific locations (mark with indicator tag for future monitoring). Use duct swipes &/ or visual descriptions.

CONTACT TSA FOR FULL VERSION

Asset/System:		Control Panels				Task Sheet No:		61.0 100 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
					✓				

CONTROL PANELS

Yearly

- Ensure status indicators on all panels are satisfactory.
- Check panels for any electrical discharge noise indicating loose or faulty components.
- Check panels for signs of overheating.
- Remove all external dirt/dust from panels using a cloth which is clean, free from loose fibres or metallic threads.
- Carry out a function check of all equipment controlled to prove its operation.
- Carry out mechanical operation of all isolators, circuit breakers, starters, etc., to ensure satisfactory performance.

CONTACT TSA FOR FULL VERSION

Asset/System:		Control Panels				Task Sheet No:		61.0 100 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
							✓		

5 Yearly

- Confirm operation of sequence functions.
- Confirm all valves/actuators stroke correctly between 0 and 100%. Adjust valve stems and linkages as required.
- Confirm all terminations are secure.
- Inspect all contact faces to ensure they are clean and free from pitting.
- Check settings of overloads, timers, time switches, pressure switches, controllers, optimisers, etc. and carry out function test.
- Check calibration and performance of all field equipment such as temperature, pressure and humidity sensors, limit switches, etc.
- Confirm correct rating of all fuses.
- Clean interior of panels using a cloth which is clean, free from loose fibres or metallic threads.
- Check all component labels and indicators are clean and secure.

CONTACT TSA FOR FULL VERSION

Asset/System:		Control Systems				Task Sheet No:		57.6 400 02	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
						✓			

CONTROL SYSTEMS

3 Yearly

- Carry out the following function checks:
 - Pump auto-changeover
 - Plant start
 - Plant stop
 - Valve operation full open to full closed
 - Damper operation full open to full closed
 - Plant optimisation start & stop
 - Compensated Controls
- Calibrate all control sensors

CONTACT TSA FOR FULL VERSION

Asset/System:		Direct Fired Calorifier				Task Sheet No:		53.3 290 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
					✓				

DIRECT FIRED CALORIFIERS (GENERAL)

Yearly

Burner

- Check thermocouple for signs of erosion
- Check electrode for cracks in ceramic or flame erosion at ignition tip
- Withdraw pilot injector. Check burner flame ports and air injectors are free from dust (blow through with air)
- Inspect 3 port pilot burner & thermocouple assembly. Clean flame ports by removing pilot orifice if necessary. Replace thermocouple if showing signs of wear / erosion
- Check operation of piezo electric ignition system. Press igniter – repeated spark should be seen.

Visual

- Visually inspect unit for leaks and damage

Flue way

- Remove draft diverter
- Ensure passageway is clean & free from obstructions

Internal Inspection

- Drain down calorifier
- Remove access inspection door
- Remove calcium deposits with stiff brush
- Check the 2 sacrificial magnesium anodes. Erosion should be <50% diameter.

CONTACT TSA FOR FULL VERSION

Asset/System:		Direct Fired Calorifier				Task Sheet No:		53.3 290 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
				✓					

DIRECT FIRED CALORIFIERS (HOVAL DF RANGE)

6 Monthly

Burner

- Check thermocouple for signs of erosion
- Check electrode for cracks in ceramic or flame erosion at ignition tip
- Withdraw pilot injector. Check burner flame ports and air injectors are free from dust (blow through with air)
- Inspect 3 port pilot burner & thermocouple assembly. Clean flame ports by removing pilot orifice if necessary. Replace thermocouple if showing signs of wear / erosion
- Check operation of piezo electric ignition system. Press igniter – repeated spark should be seen.

Visual

- Visually inspect unit for leaks and damage

CONTACT TSA FOR FULL VERSION

Asset/System:		Direct Fired Calorifier				Task Sheet No:		53.3 290 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
							✓		

5 Yearly

Flue way

- Remove draft diverter
- Ensure passageway is clean & free from obstructions

Internal Inspection

- Drain down calorifier
- Remove access inspection door
- Remove calcium deposits with stiff brush
- Check the 2 sacrificial magnesium anodes. Erosion should be <50% diameter.

CONTACT TSA FOR FULL VERSION

Asset/System:		Dry Risers				Task Sheet No:		53.2 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
					✓				

DRY RISERS

Yearly

- Carry out visual inspection of all landing valves and inlet breeching boxes
- Operate valves through full extent of travel and ensure that all valves are locked in their open position
- Check all inlet manifolds are free from obstruction. Ensure access doors open easily. Lubricate hinges as required.
- Inspect valve gland packings.
- Ensure inlets / outlets are unblocked and free from obstruction.

CONTACT TSA FOR FULL VERSION

Asset/System:		Ductwork Systems				Task Sheet No:		57.6 210 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
					✓				

DUCTWORK SYSTEMS

Yearly

- Check air inlet grilles to ensure free from obstructions
- Clean air inlet grilles & bird mesh. Treat signs of corrosion
- Clean supply & extract grilles with appropriate detergent / cleaner
- Carry out risk assessment of internal ductwork condition, ie record internal cleanliness condition of ductwork system in specific locations (mark with indicator tag for future monitoring). Use duct swipes &/ or visual descriptions
- Check access doors for lose panels and secure.
- Check anti vibration mounts.

CONTACT TSA FOR FULL VERSION

Asset/System:		Ductwork Systems				Task Sheet No:		57.6 210 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
									✓

10 Yearly

Exact interval of duct cleaning operation will depend upon the filter maintenance, external conditions and plant use. Precise requirement will be derived from annual inspection.

- Carry out duct cleaning operation (obtain quotations as appropriate)

CONTACT TSA FOR FULL VERSION

Asset/System:		Environmental				Task Sheet No:		90.0 050 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
		✓							

ENVIRONMENTAL

Monthly

- Record all landlord's electricity, gas and water meter readings in a format which shows current readings, previous readings and amounts used. Report any unusual readings.
- Keep a watchful eye on:
 - Thermostat settings.
 - Chiller operation during winter periods.
 - AHU damper controls.
 - The use of portable electric heaters.
 - Unnecessary opening of windows during cold weather.
 - Flue gas emissions.
 - Refrigerant leaks.
 - Excessive dehumidification (condensate) from cooling coils.
 - Doors left open.
 - Cleaning operations.
 - Lighting, in area of good daylight.
 - The correct use of solar blinds.
 - Boiler start and stop times.
 - Plant operating periods.
 - Space temperatures
- Record the consumption of any refrigerant gas top-up

CONTACT TSA FOR FULL VERSION

Asset/System:		Fan Coil Units				Task Sheet No:		57.1 160 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
				✓					

FAN COIL UNITS

6 Monthly

- Check for undue noise, vibration and air leaks
- Inspect condensate trays and drains & ensure they are clear
- Check for signs of standing water
- Check exterior for signs of leaks, deterioration or damage
- Check fan and motor for security of drive and mountings
- Check bearings for obvious signs of wear (without dismantling plant)
- Lubricate fan and motor bearings where applicable
- Check fan flexible connections
- Vent air from coils
- Inspect heating and cooling batteries for leaks, blockages, & satisfactory filtration effectiveness - comb out any damage
- Check fan bearings for end float. Ensure impeller is secure on shaft. Clean fan
- Clean damper blades
- Check that thermal linings are intact and that no particulates can be dislodged into the air stream
- Inspect for missing bolts, screws, rivets etc

CONTACT TSA FOR FULL VERSION

Asset/System:		Fan Coil Units				Task Sheet No:		57.1 160 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
							✓		

5 Yearly

- Clean all internal surfaces with appropriate disinfectant
- Wipe clean external surfaces
- Check for signs of rust, and treat as necessary
- Carry out air volume check
- Carry out controls performance check by visually inspecting the operation of all valves / component

NB: for fixed electrical testing including earth continuity and insulation resistance refer to Electrical sheets

CONTACT TSA FOR FULL VERSION

Asset/System:		Fan Convectors				Task Sheet No:		56.4 030 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
				✓					

FAN CONVECTORS

6 Monthly

- Check unit in operation for undue noise, vibration or leaks.
- Remove and clean/replace air filter.
- Check security of fan and clean. Check bearings are free and lubricate as necessary.
- Carry out function check on fan speed controller and temperature controls. Ensure heating valve operates correctly and water flows through coil. Check calibration of temperature controls. Return temperature controls to normal setting.
- Check outer casing, ducting grilles and diffusers for security. Clean the unit, including convector fins.
- Prove operation of isolation valves, ensuring valve does not "pass" when closed..
- Open air vent and bleed off air.

CONTACT TSA FOR FULL VERSION

Asset/System:		Fans - Direct Drive Axial				Task Sheet No:		57.6 140 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
				✓					

FANS – DIRECT DRIVE AXIAL

6 Monthly

- Check for undue noise or vibration.
- Check fan and motor for security of drive and mountings.
- Lubricate fan and motor bearings as necessary.
- Check flexible ductwork connections. Repair /replace as necessary.

CONTACT TSA FOR FULL VERSION

Asset/System:		Fans - Direct Drive Axial				Task Sheet No:		57.6 140 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
							✓		

5 Yearly

- Check fan bearings for end float. Ensure impeller is secure on shaft.
- Treat any corrosion and paint as necessary.

CONTACT TSA FOR FULL VERSION

Asset/System:		Fire Hosereels				Task Sheet No:		68.5 040 01	
Daily	Weekly	Monthly	3-Monthly	6-Monthly	Yearly	3-Yearly	5-Yearly	10-Yearly	
					✓				

FIRE HOSEREELS

Yearly

- Inspect hosereels and swivels and ensure they move freely.
- Run the hose on and off the reel and ensure that the automatic valve opens and closes as the reel rotates. Check for leaks.
- Open the nozzle and ensure that water will issue at satisfactory pressures in both jet and spray forms. Reinstall and wipe clean hosereel box.
- Complete service sticker.
- Run out hose to full length and check hose will deliver 0.5 litres/s
- Wipe hose clean with a damp cloth and reinstall.
- Operate manual isolating valves through their full travel. Repack glands as required.

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