

## NEW HVAC WORK ORDER CHECK LIST

This will help SPO and DOM work more efficiently together & help get the right person there the first time! Please fill out form and fax to your supporting depot before calling in any emergencies, please be sure the service request number is written on the check list for reference.

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

Maintenance Checklist Before Submitting Work Orders or Phone Calls				
School:			Manager:	
Date:			Called Maintenance at:	
Service Request Number:				
Check	Yes	No	Comments	
Room/Area				
Daycare Affected				
<b>I. HVAC</b>				
Room Barcode (Upper corner of door jam)				
Asset Barcode (on unit)				
Specify equipment (univent, AH, ERU, VAV, heat pump)				
Temperature Reading @ Thermostat/Sensor	°F		Range 70°F (+/- 2°) Heating, 76°F (+/- 2°) Cooling	
Checked unit for power	On	Off		
Check air filter/clean or dirty (check both sides)				
Is condensate pan/drains working				
Where is the water coming from equipment/valve/pipe			Specify:	
Is air compressor running				
Pumps running				
Boilers/Chillers	On	Off		
Is the exhaust fan working				
<b>II. EMS</b>				
Zone Number				
Thermostat Sensor Number				
Verify equipment status	On	Off		
Visual check				
<b>III. Ceiling Leaks</b>				
Lifted ceiling tile to see if drain/pipe			Specify source:	
Checked roof drains for debris				
<b>IV. Electric</b>				
Check breakers	On	Off		