

**SAFETY AND MAINTENANCE ASSESSMENT  
BUILDINGS – GENERAL**

<b>AIR CONDITIONING PRE-SEASON CHECKLIST</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>COMPRESSORS</b>				
Energize crankcase heaters for at least 8 hours before start-up				
After energizing take insulation resistance readings of hermetic motor windings				
<i>Crankcase heaters should be left energized for the rest of the season so that whenever the compressor is idle, the heater will prevent refrigerant "migrant" to the crankcase</i>				
Test lubricating oil for color and acidity				
Check crankcase oil level				
<b>MOTORS</b>				
Check air passages of open motors for cleanliness and obstructions				
Check and lubricate bearings				
Take and record insulation resistance readings				
<i>If readings indicate less than 1 megohm resistance, DO NOT START MOTOR. Check for cause of low resistance</i>				
<b>MOTOR CONTROLS</b>				
Inspect starter contacts for deterioration, short cycling, arcing or corrosion				
Check terminal connections for tightness				
Examine the overload protection for defects and proper size				

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	Yes	No	N/A	Comments
Check mechanical linkages for binding & excess looseness				
Check timing devices for correct operating sequence				
<b>OPERATING AND SAFETY CONTROLS</b>				
Refrigerant Circuits:				
Circuit equipped with moisture indicator				
If moisture indicated, install new liquid line filter/drier cores				
Eliminate source of moisture				
Check expansion valve for proper operation and superheat settings over the full range of operation				
Condensers and Evaporators				
Clean heat transfer surfaces prior to operation				
Check cooling tower baffles for tightness and soundness				
Clean baffles, sump and spray nozzles				
Check make-up water valve for proper operation				
Pumps:				
Check and lubricate bearings				
Check packings				

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	Yes	No	N/A	Comments
Check shaft couplings				
Check seals				
Fans:				
Inspect for broken, cracked, bent or loose blades				
Check hubs, fan shaft and bearings				
Check belt condition and belt tension				
Replace air filters				
Piping:				
Check all piping supports for signs of distress				

Assessment Completed By: \_\_\_\_\_

Date: \_\_\_\_\_