CyRide

Ames Transit Agency

Facility Maintenance Plan

Revised January, 2009

POLICY

CyRide has made a significant investment of public funds in a facility capable of supporting the daily operations of the transit system. The main facility was completed in 1984 with expansions in 1990, 2003, 2005, and 2008. CyRide desires to maintain its facilities and equipment to the highest possible standards.

Safety and good housekeeping practices compliment each other and at CyRide they are everyone's responsibility. Maintenance employees are required to attend monthly OSHA training meetings. They are also required to attend monthly maintenance meetings where accidents are analyzed and systemic improvements are discussed. Keeping the facility safe and clean and free of clutter is the responsibility of every maintenance division employee.

The Assistant Transit Director - Fleet and Facilities is responsible for the facility maintenance plan. The Assistant Director may appoint a subordinate to supervise the implementation and management of the facility maintenance plan.

OBJECTIVE

The objective of the facilities maintenance plan is ensuring that assets are protected and maintained so that they reach their maximum useful life. The facility and equipment used in support of public transit at CyRide will be maintained at or above the specifications provided with the facility operations and equipment manuals. Permanent facility maintenance records shall be kept on a software program designed for the task when possible. Alternately, permanent records may be kept on spreadsheets, equipment maintenance log sheets, or other suitable means of recording periodic maintenance. Warranty periods will be closely tracked so that no public funds are expended on repairs for covered facilities or equipment.

Appendix 1

Facility and Equipment
Preventive Maintenance Schedule

Facility and Equipment Maintenance Schedule

Safety and Security

Equipment	Inspection Interval	Performed By
Fire Protection System	Weekly	CyRide
Fire Protection System	Monthly	CyRide
Exit and Emergency Lighting Inspection	Monthly	CyRide
Fire Extinguishers Inspection	Monthly	CyRide
Fire Extinguishers (Annual Inspection and Service)	Annual	Contractor
Fire Panel & Monitoring System	Annual	Contractor
Sprinkler System & Sprinkler Backflow Valve	Annual	Contractor
CO2 and NO2 Gas Sensor Calibration	Annual	Contractor
First Aid & Eye Wash Station Inspection	Monthly	Contractor

Facility		
Equipment	**Inspection Interval**	**Performed By**
Shelters Cleaned and Inspected	Biannual	CyRide
Parts Washer	Six Weeks	Contractor
Storage Area Pits	Biannual	CyRide
In-Ground Lifts	Quarterly	CyRide
Electromechanical Lifts	Quarterly	CyRide
Storage Tank and Spill Basin Inspection	Monthly	Cyride
Overhead Doors and Motors	Biannual	CyRide
Rooftop HVAC Units	Bimonthly	CyRide
Facility Backflow Valves	Annual	Contractor
Underground Storage Tanks	Every Two Years	Contractor
Building Roof	Biannual	CyRide
Building Exterior	Biannual	CyRide
Boilers	Annual	Contractor
Water Heaters and Circulation Pumps	Biannual	CyRide
Overhead Hoist	Annual	Contractor
Chains and Slings	Annual	CyRide
Ladders	Annual	CyRide
Bus Wash	Monthly	CyRide
Area Unit Heaters	Annual	CyRide
MultiStack Heat Pumps (2005 Addition)	Annual	Contractor
Office Heat Pumps – Filters & Line Water Screen Inspection	Bimonthly	CyRide
Elevator	Annual	Contractor
Flood Barriers	Annual	CyRide
Automatic Front Entrance Door Inspection	Weekly	CyRide
Building Air Compressor	Biannual	CyRide

Compressed Air Dryer	Biannual	CyRide
Wye Valve Backflush	Monthly	CyRide
Fuel Pumps	Monthly	CyRide
Elevator (sump, shaft, and light inspection)	Annual	CyRide

Appendix 2

Facility and Equipment Maintenance Procedures

FIRE PROTECTION INSPECTION FORM

FM Global Index Number: 68778.71

Inspection for the week of _____
(date)

Valves - Visually check each sprinkler control valve listed below for the fully open and locked condition. All inside and outside valves controlling sprinklers or fire-protection water are listed.

VALVE LOCATION	AREA CONTROLLED	OPEN	SHUT	LOCKED
1 8" PIVA in grass outside door 14	All Sprinklers			
2 6" OS&Y (north), Bus Wash Mech Room	All Sprinklers			
3 6" OS&Y (south), Bus Wash Mech Room	All Sprinklers			
4 4" IBV outside west body shop man door	Body Shop Sprinklers			
5 8" PIVA outside of door 8 in sidewalk	Original Bld Sprinklers			
6 6" OS&Y (N), north end of lane 8	Original Bld Sprinklers			
7 6" OS&Y (S), north end of lane 8	Original Bld Sprinklers			
8 4" IBV, room 117, janitor's closet, admin	Admin Bld Sprinklers			

Valve Key: PIVA = Post Indicator Valve Assembly
IBV's = Indicating Butterfly Valves
OS&Y's = Outside Screw and Yolk

The FM Global ***Red Tag Permit System*** is used to guard against delayed reopening of valves. The Red Tag Permit should be used every time a sprinkler control valve is closed. When the valve is reopened, the 2" drain should be flowed wide-open to ensure there is no obstruction in the piping. The valve should then be relocked.

	Yes	No
Were any valves closed since the last inspection?		
Were FM Global Red Tag Permits used?		
Was the valve(s) reopened fully and a 2" drain test conducted before the valve(s) was relocked or resealed?		

Sprinklers - Piping - Hangers Visually inspect sprinkler heads, piping, and hangers and note any defects below. Sprinkler heads need 18-36" clearance from obstructions.

	Yes	No
Are all sprinklers in good service condition?		
Are all sprinklers free of obstructions?		
Is all sprinkler piping in good condition?		
Is sprinkler piping free of visible leaking?		
Are all hangers and bracing in good condition and firmly attached?		
Spot temperature checks read 40 degrees or more? (Nov - March)		

Comments:

FIRE PROTECTION INSPECTION FORM

FM Global Index Number: 68778.71

Inspection for the month of _____
(month and year)

Valves - Physically try the post indicator valves and record the results. Do not report a valve open unless you have personally tried it. These valves are wide open if you feel a spring or torsion in the opening rod when you try turn it beyond the wide-open position. Do not rely on the indicator when it reads OPEN. Mechanical damage can falsely indicate a partly or completely closed valve is open.

VALVE	LOCATION	AREA CONTROLLED	Operation Satisfactory? YES	NO	LOCKED
1	8" PIVA in grass outside door 14	All Sprinklers			
2	8" PIVA outside of door 8 in sidewalk	Original Bld Sprinklers			

Sprinkler Alarms - Notify the monitoring center and all other parties that could be affected by an alarm. Conduct a waterflow alarm test of each sprinkler zone.

INSPECTOR'S TEST CONNECTION LOCATION	SPRINKLER ZONE	SATISFACTORY OPERATION? (Y/N)	ALARM TIME
1 Lane 9, adjacent to pedestrian door	NW Zone (lanes 9-13)		
2 Lane 1, at center pedestrian door	S & SW Zones		
3 Lane 5, on wall between lanes 5 & 6	Original Building		
4 Admin Bld, Room 117, Janitor's Closet	Admin Bld		

Water Pressure - Record water pressure on city (or supply side) of each riser. Record water pressure at inspector's test connection in administration building.

WATER PRESSURE GAUGE LOCATION	SPRINKLER ZONE	WATER PRESSURE
1 Bus wash mechanical room riser	NW Zone (lanes 9-13)	
2 Lane 8	Original Building	
3 Admin Bld, Room 117, Janitor's Closet	Admin Bld	

Fusible Link-Operated Fire Doors and Windows - Visually inspect and manually operate fusible link operated fire doors and window screens. Follow manufacturers inspection steps.

DOOR/WINDOW LOCATION	SATISFACTORY OPERATION? (Y/N)
1 Lane 3 fire door	
2 Meeting room 125 window fire curtain (lane 8, north window)	
3 Lane 8, south curtain	
4 Lane 7, west curtain	
5 Lane 7, east curtain	

Comments:

Maintenance Procedure for Exit and Emergency Lighting
Monthly

Check to see that all exit routes are clear and free from obstructions.

Exit Signs
1. Clean
2 .Make sure sign is securely fastened.

Exit Lights
1. Clean
2. Replace missing or nonfunctioning bulbs.
3. Test unit following manufacturer’s instructions on fixture.

Emergency Lighting
1. Clean
2. Replace missing or nonfunctioning bulbs.
3. Test unit following manufacturer’s instructions on fixture.

Fire Extinguisher Inspection Procedure
Monthly

The monthly fire extinguisher inspection details the visual condition of the extinguisher.

1. Verify extinguisher is in the correct location.
2. Check seals and tamper indicators intact.
3. Check pressure gauges or indicators to verify they are in proper operating range and position.
4. Check labels and inspection signs.
5. Check hoses and nozzles.
6. Check hydrostatic test date. Hydrostatic testing must be completed every 5 years.
7. Path to the extinguisher is unobstructed.
8. Check date of service and verify that it is current.

Bus Shelter Inspection
Biannual (spring and fall)

Bus shelters are to be power washed and maintained twice yearly to the following standard.

1.0 General Approach
- 1.1 Remove shopping carts from shelter area
- 1.2 Empty trash can
- 1.3 Sweep cobwebs from shelter
- 1.4 Clean interior, exterior, and concrete using power washer
- 1.5 Report vandalism of any kind

2.0 Windows
- 2.1 Ads/papers taken down
- 2.2 Scrape residue/etc. from windows
- 2.3 Wash windows
- 2.4 Clean ledges
- 2.5 Clean window in front of schedule
- 2.5 Replace missing or faded decals
- 2.7 Report breaks, cracks & scratches

3.0 Benches
- 3.1 Remove gum, mud, & etc. - Anything stuck to aforementioned
- 3.2 Dust
- 3.3 Wash - front & back
- 3.4 Replace boards as needed

4.0 Floors/Pads
- 4.1 Remove any gum missed by pressure washer
- 4.2 Remove weeds
- 4.3 Report any large cracks or uneven surfaces

Floor Pit Inspection
Biannual

Floor pits are to be inspected biannually. Contents shall be removed and disposed of as necessary. Solids build-up in the bottom and/or odor will generally dictate timing of removal of contents. Disposal contractor must dispose of pit waste in a manner that meets all applicable regulations.

After contents have been removed, sides and bottom shall be cleaned and any defects in the grate, grate frame, or walls will be noted on the inspection form.

Maintenance Procedure for In-Ground Lifts
Quarterly

1.0 Follow energy control specific procedures outlined in Lockout/Tagout Manual.

2.0 Check for air leaks.

3.0 Check for oil leaks.
- 3.1 Pump
- 3.2 Lines

4.0 Track Plate and Lift Platforms
- 4.1 Check for damaged track plate sections.
- 4.2 Check for proper track plate movement.
- 4.3 Clean track and trench area.
- 4.4 Check to ensure lift platform is secured to post properly.
- 4.5 Check lift platform for damage or wear.
- 4.6 Check all bolts to ensure they are properly secured.
- 4.7 Check for excessive play in lift platform track.
- 4.8 Check lift platform extension for proper operation.

5.0 Check Lift Posts
- 5.1 Scoring and/or burns
- 5.2 Oil leaks
- 5.3 Lift locks
  - 5.3.1 Locks and unlocks properly
  - 5.3.2 Lube locking device

6.0 Check Lift Controls
- 6.1 Check lift controls for proper operation and excessive wear.

Maintenance Procedure for Electromechanical Lifts
BiMonthly

1.0 Follow energy control specific procedures outlined in Lockout/Tagout Manual.

2.0 Semi Auto Lube System
- 2.1 Check lifting screw to ensure receiving ample lubrication

3.0 Lube Cup Maintenance
- 3.1 Every 12 months disassemble and clean lube cup assembly.
- 3.2 Reassemble and fill lube cup to the red line.

4.0 Lifting Nut and Screw
- 4.1 Clearance between the bronze lifting nut and the steel safety nut is 4 mm or .15 inches. When you can no longer insert a 2mm feeler gauge between the two they must be replaced as a matched set.
- 4.2 Check lifting screw.

5.0 Reducer and Driving Gear
- 5.1 Periodically grease chain and pinions.
- 5.2 Check that chain is properly tight. Stretch it if needed by means of the 4 tension screws.

6.0 Control Screw
- 6.1 Check greasing of the screw.
- 6.2 Fill the semi-automatic lubricator on the left side of the carriage.

7.0 Mobile Carriage Rollers
- 7.1 Bearing are greased for life and need no maintenance.

8.0 Reducer Support Thrust Bearing (front side of the column)
- 8.1 Give 3 to 4 pump thrusts a year (with screw turning).

9.0 Electrical Equipment
- 9.1 Check cables.
- 9.2 Check plugs.
- 9.3 Check limit switches (rollers and micro-contacts).
- 9.4 Check the motion controller.

10.0 Bronze Nut (inspection hole is provided for this purpose in the lower part of the column)
- 10.1 Check bronze nut for wear and tear.
- 10.2 Check screw for wear and tear
- 10.3 Check the detector of wearing out of the nut.

Storage Tank & Fuel Dispenser Spill Basin Inspection Procedure
Monthly

The monthly storage tank and fuel dispenser spill basin inspection details a visual inspection of the spill basin areas surrounding the underground storage tank fill ports. Similarly, the spill basins under the fuel dispensers and in the bulk flammable liquid storage area are inspected.

1. Check for current DNR tags on underground tanks.
2. Remove and properly dispose of liquid/debris in containment areas.

Maintenance Procedure for Overhead Doors/Motors
Biannual

1.0 Follow energy control specific procedures outlined in Lockout/Tagout Manual.

2.0 Check for proper operation.
- 2.1 Buttons on door controller.
- 2.2 Door opens, closes, and stops when buttons are activated.

3.0 Check for damaged door panels.
- 3.1 Check for damaged sections.
- 3.2 Check rails for wear and mounting to ceiling and walls.
- 3.3 Guide rollers
  - 3.3.1 Check for damaged rollers.
  - 3.3.2 Check for missing rollers.
  - 3.3.3 Check to ensure rollers are secured.

4.0 Rail
- 4.1 Check for damage or wear.

5.0 Motor
- 5.1 Motor mounted securely.
- 5.2 Pulleys mounted securely.
- 5.3 Gears are secure.
- 5.4 Check for clutch slippage.
- 5.5 Check gear sprocket on motor.
- 5.6 Check motor reset button.
- 5.7 Check for exposed or damaged wires.
- 5.8 Electrical cover secure.

6.0 Check Door Springs/Shaft/Pulley
- 6.1 Springs.
  - 6.1.1 Check for cracks.
  - 6.1.2 Check mounting and alignment.
- 6.2 Spring shaft.
  - 6.2.1 Check for damage or wear.
  - 6.2.2 Securely mounted to wall.
- 6.3 Spring staff pulley
  - 6.3.1 Securely mounted.
  - 6.3.2 Check for damage and wear.

7.0 Lubrication
- 7.1 Rollers
- 7.2 Chains
- 7.3 Springs
- 7.4 Spring shaft bearings
- 7.5 Guide rails
- 7.6 Spring shaft pulley
- 7.7 Motor shaft bearing
- 7.8 Motor gear chain

Maintenance Procedure for Rooftop HVAC Units
Bimonthly

1.0 Follow energy control specific procedures outlined in Lockout/Tagout Manual.

2.0 Filters
- 2.1 Check and replace as needed

3.0 Blower fan/motor
- 3.1 Check for proper operation
- 3.2 Lube as applicable
- 3.3 Check belts (adjust or replace as necessary)

4.0 Check burner operation (if applicable).

5.0 Check heat exchanger.

6.0 Clean Vanes on lane 13 units

7.0 Check refrigerant if applicable.

8.0 Clean

Facility Roof Inspection
Biannual (spring and fall)

1. Visually inspect the roof for the following conditions:
   1.1 Debris
   1.2 Drainage
   1.3 Physical damage
   1.4 Structural deformation

2. Flat/Membrane Roof Area
   2.1 Condition of coating or membrane
   2.2 Aggregate loss
   2.3 Punctures
   2.4 Cracks (Alligatoring)
   2.5 Blisters (Fishmouths)
   2.6 Ponding.

3. Inspect roof features for visible signs of damage
   3.1 Fascia
   3.2 Soffit
   3.3 Flashing
   3.4 Gutters/Drains
   3.5 Skylights
   3.6 Vents
   3.7 Access door
   3.8 Vents

Facility Exterior Inspection
Biannual (spring and fall)

1. Building address clearly visible.
2. Fire department Knox Box unobstructed.
3. Exterior wall condition – new cracks or other damages
4. Windows free from cracks and broken panes
5. Stairs, landings and handrails in good repair and fastened securely
6. Irrigation covers in place
7. Exterior lights
8. Parking lot

Maintenance Procedure for Water Heaters and Circulating Pumps
Biannual (spring and fall)

1. Follow energy control specific procedures outlined in Lockout/Tagout Manual.
2. Check exterior condition of tank and piping.
3. Drain specified amount of water from tank if applicable.
4. Lubricate nearby circulating pump.

Chains and Slings Inspection Procedures
Annual

If any of the identification items are missing or any of the listed damage criteria are met the chain, sling, or rope must be destroyed.

1.0 Identification

The tag identifies size, reach, working load limit (WLL),serial number, manufacturer's name or symbol, and sling type (number of legs).

2.0 Clean chain and hang vertically for damage inspection

2.1 Measure reach accurately (bearing point of master ring to bearing point of hook). Check this length against the reach shown on tag. If present length is greater than that shown on tag, there is a possibility that the sling has been subjected to overloading or excessive wear.

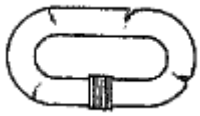
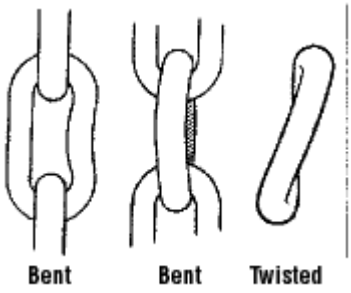
2.2 Make a link-by-link inspection of the chain slings for:

2.2.1 Excessive wear - If the wear on any portion of any link exceeds the allowable wear of a link (Check with the chain manufacturer for wear specifications), immediately remove from service.

2.2.2 Twisted, bent, gouged, nicked, worn, or elongated links.

2.2.3 Cracks in the weld area of any portion of the link. Transverse markings are the most dangerous.

2.2.4 Severe corrosion.

Cracks	
Elongation	
Deformation	

2.3 Check Links and Hooks links for :

2.3.1 **Deformation** . Any bending or twisting exceeding 10 degrees from the plane of the unbent hook, unless otherwise directed by the hook manufacturer.

2.3.2 **Throat Opening** . Any distortion causing an increase in throat opening exceeding 15 percent or as otherwise directed by the hook manufacturer.

2.3.3 **Wear** . Any wear exceeding 10 percent of the original section dimension of the hook or its load pin or as otherwise directed by the hook manufacturer.

2.3.4 **Cracks** . Any visible crack.

Ladder Inspection Procedures
Annual

1. Side rails free from cracks, dents, bends, or blemishes.

2. Rung and steps are tight and rotation free.

3. Fasteners – Rivets, nuts, bolts all tight.

4. Feet – Check for wear and loose rivets.

Bus Wash Maintenance Procedures
Monthly

1. Follow energy control specific procedures outlined in Lockout/Tagout Manual.

2. Check for leaks.
    - 2.1 Supply
    - 2.2 Wash tank and lines
    - 2.3 Water soap mix lines
    - 2.4 Rinse

3. Bearings
    - 3.1 Check
    - 3.2 Lube bearings

4. Guide rails and framework.
    - 4.1 Securely fastened
    - 4.2 Check for cracks
    - 4.3 Check brackets
    - 4.4 Lube all zerk fittings.
5. Nozzles/ Check Valves
    - 5.1 Clean Clogged Nozzles
    - 5.2 Clean/replace leaking check valves
6. Wash Pumps
    - 6.1 Lube zerk fittings on both pumps
    - 6.2 Empty any solids from collection container
    - 6.3 Clean inside of wash reservoir

Unit Heater Inspection
Annual

1. Follow energy control specific procedures outlined in Lockout/Tagout Manual.

2. Thoroughly clean heater using building air.

3. Check fan and lubricate as necessary.

4. Verify thermostat settings are correct for area.

Office Heat Pump Maintenance Procedure
Bimonthly

1. Follow energy control specific procedures outlined in Lockout/Tagout Manual.

2. Air Filters
   2.1 Check and replace as needed

3. Blower fan/motor
   3.1. Check for proper operation
   3.2. Lube as applicable

4. Clean
   4.1. Check water line screens and clean as needed
   4.2. Clean unit exteriors

Flood Barrier Inspection Procedure
Annual

1. Check condition and seals on flood barrier panels.
2. Verify barrier hardware is stored with panels.
3. Verify tools in flood installation toolkit.
4. Verify installation instructions are present in toolkit.

Automatic Front Entrance Door Inspection Procedure
Weekly

The weekly automatic front entrance door inspection details a visual and operational inspection of the door to ensure that the building is accessible to persons with disabilities.

1. Check condition of glass and decals
2. Handles operate properly
3. Inspect door pivots
4. Buttons operational
5. Appropriate door speed

Building Air Compressor Inspection
Biannual

MACHINE DATA:

CHAMPION PL-70A 2-STAGE PRESSURE LUBRICATED DUAL COMPRESSOR UNIT
MODEL: HPL20D-12 175PSI
SN# : PL70 490
2 EA MODEL PL-70A COMPRESSOR PUMPS
    OIL CAPACITY: 6 1/3 QUARTS OF R& O ISO 100 OIL PER UNIT
    OIL FILTER: 1 EA #P10066A PER UNIT (SPIN-ON DISPOSABLE)
    AIR FILTER: 2 EA # P05051A PER UNIT (CLEANABLE)
2 EA 20 HP 200/208V 3PH MOTORS
    V-VELTS: 3 EA # B-100 PER UNIT
AUTOMATIC ELECTRIC DRAIN VALVE: SPEEDAIRE # 6Z948B

INSPECTION/MAINTENANCE PROCEDURES:

1. CHECK UNIT AND RECORD ANY UNUSUAL BEARING NOISE, VIBRATION, ODOR, CORROSION, AND STRUCTURAL DAMAGE.
2. USE PROPER PPE: EAR PROTECTION, SIGHT PROTECTION, AND BURN PROTECTION.
3. FOLLOWING APPROPRIATE LOCKOUT/TAGOUT PROCEDURES AND ARC FLASH PROTECTION PROCEDURES, TURN UNIT OFF AT POWER DISCONNECT, ISOLATE UNIT FROM BUILDING AIR LINE SYSTEM BY CLOSING VALVE, LOWER TANK AIR PRESSURE TO APPROXIMATELY 25 PSI WITH MANUAL TANK DRAIN VALVE.
4. CHECK ELECTRICAL CONNECTIONS, INSPECT FOR AND REPAIR DAMAGED WIRING ON MOTOR CONTROL DEVICES AS NEEDED.
5. CLEAN OR REPLACE SUCTION AIR FILTERS AS NEEDED.
6. MANUALLY DRAIN CONDENSATE LINE AND CHECK OPERATION OF AUTOMATIC DRAIN VALVE.
7. REPLACE COMPRESSOR CRANKCASE OIL AND FILTERS.
8. CLEAN DRIVE MOTOR AIR VENTS.
9. REMOVE BELT GUARDS.
10. GREASE MOTOR BEARINGS. ONE PUMP OF NLG-2 GREASE EACH.
11. INSPECT MOTOR AND SHAFT PULLEYS FOR WEAR AND ALIGNMENT.
12. INSPECT BELT CONDITION, REPLACE OR ADJUST TENSION AS NEEDED.
13. PULL RINGS ON PRESSURE RELIEF VALVES TO VERIFY OPERATION.
14. REPLACE AND SECURE BELT GUARDS.
15. CLEAN GREASE AND DEBRIS FROM UNIT AND AREA.

16. TURN POWER BACK ON AT DISCONNECT FOLLOWING ARC FLASH PROTECTION PROCEDURES.
17. CHECK COMPRESSOR CUT IN (140PSI) AND CUT OUT (175 PSI) PRESSURES.
18. SLOWLY OPEN VALVE TO BUILDING AIR SUPPLY PIPE.
19. INSPECT ALL EXPOSED SUPPLY PIPING FOR LEAKS AND MOUNTING.

SHOP COMPRESSED AIR DRYER INSPECTION AND MAINTENANCE BIANNUAL

AIR COOLED REFRIGERATED COMPRESSED AIR DRYER LOCATED IN AIR COMPRESSOR EQUIPMENT ROOM.

MACHINE DATA:

CHAMPION MODEL # 150CCDA200
SERIAL # 130322 M298
REFRIGERANT R-22, 2LB 1 OZ
230V, 1PH, 60HZ, ½ HP, 6.4A

INSPECTION / MAINTENANCE PROCEDURES:

1. CHECK UNIT AND RECORD ANY UNUSUAL NOISE, VIBRATION, ODOR, CORROSION, AND STRUCTURAL DAMAGE. CHECK THREE GAUGES ON THE FRONT OF THE MACHINE. GAUGES SHOULD INDICATE AS SHOWN ON THE AJACENT LABELS.
2. USE PROPER PPE: EAR, EYE PROTECTION.
3. FOLLOWING PROPER LOCKOUT/TAGOUT PROCEDURES AND ARC FLASH PROTECTION PROCEDURES, TURN UNIT POWER OFF AT POWER DISCONNECT (PANEL P-2, CB 13,15,17).
4. REMOVE, CLEAN, AND REPLACE FILTER FOR FIN TUBES ON REAR OF UNIT. INSPECT FOR BENT OR DIRTY FINS. STRAIGHTEN AND CLEAN AS REQUIRED.
5. REMOVE FRONT LOWER PANEL. INSPECT CABINET INTERIOR FOR LEAKS AND DIRT. VACUUM INSIDE IF NEEDED. LUBE THE FAN MOTOR VIA THE TWO OIL PORTS WITH 2 DROPS OF LIGHT MACHINE OIL PER PORT.
6. REPLACE FRONT PANEL. CLEAN OUTSIDE SURFACES OF MACHINE AND MACHINE AREA AS NECESSARY.
7. TURN UNIT BACK ON AT POWER DISCONNECT USING PROPER ARC FLACH PROTECTION PROCEDURES.
8. VERIFY OPERATION OF THE AUTOMATIC CONDENSATE DRAIN BY LISTENING FOR DISCHARGE OF AIR PRESSURE AS MACHINE IS POWERED BACK UP.

Wye Valve Back-flush Procedure
Monthly

The wye valve is mounted overhead in the old bus wash area. It serves as the primary sediment screen for cooling tower water that is circulated throughout the building as a thermal heating and cooling source.

1. Unlock valve lockout cover.
2. Open back-flush valve and allow water to flow to floor drain for approximately 30 seconds or until water is clear.
3. Close valve and lock.

Fuel Pump Inspection Procedure
Monthly

The monthly fuel pump inspection details a visual and operational inspection of the fuel pumps in lane 13.

1. Visually inspect fuel pumps and clean as needed
2. Replace fuel filters as necessary

Elevator Inspection Procedure
Annual

The annual elevator inspection covers the items not covered by the elevator contractor's maintenance agreement. Namely the operation of the elevator shaft sump pump, light, and cleaning of the shaft.

1. Follow energy control specific procedures outlined in Lockout/Tagout Manual.
2. Follow energy control specific procedures outlined in building elevator manual.
3. Raise elevator and lockout on second floor.
4. Use elevator key and open first floor doors.
5. Using appropriate ladder, descend into elevator shaft.
6. Verify shaft light and sump pump are in working condition.
7. Visually inspect elevator shaft walls and floor. Note any defects.
8. Clean floor and wall areas as necessary.