

PHECC Operations & Maintenance Checklist

BUILDING ENVELOPE

- Caulk frames and openings
- Patch holes in the building envelope
- Repair cracked windowpanes
- Weatherstrip windows and doors
- Install storm windows and doors at the beginning of the heating season
- Remove unit air conditioners in the winter
- Open and close shades in common areas
- Lower awnings in the summer
- Check automatic door closing mechanisms

HEATING and COOLING

Heating systems in individual dwelling units

- Turn off pilot light in summer
- Clean and adjust burners
- Change/clean filters on forced-air systems
- Inspect equipment for worn or damaged parts
- Lubricate equipment

Central boilers and furnaces

- Turn off pilot light in summer
- Clean and adjust burners
- Check and adjust fuel-to-air ratios
- Calibrate and adjust controls
- Clean fireside of boiler or furnace
- Remove scale buildup on heat exchanger and waterside of boiler
- Operate only as many boilers as needed at one time

- Clean oil strainers
- Clean nozzle or rotary cup on burner
- Preheat fuel oil

Central heating distribution systems

- Reduce thermostat settings in unoccupied areas
- Check ductwork for leaks
- Keep radiators and hot air registers clean and unobstructed
- Operate vents in hot water radiators and baseboard units
- Check and repair air vents and steam traps
- Balance steam distribution
- Lower steam pressure
- Monitor make-up water consumption
- Replace steam traps
- Check heating elements, controls, and fans on electric distribution systems

Heat Pumps

- Keep air registers open
- Lubricate fan motors and adjust blowers and drive belts
- Clean coils

Cooling

- Turn off cooling systems in unoccupied common areas
- Clean or change air filters
- Clean evaporator coils
- Clean condenser coils
- Clean blower

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- Maintain chillers
- Maintain evaporative coolers

DOMESTIC HOT WATER SYSTEM

- Lower water temperature
- Repair all leaks
- Insulate domestic hot water pipes
- Turn off domestic hot water supply to areas that do not need it
- Reduce water pressure
- Flush tank-type water heaters
- Clean/adjust burners on gas and oil water heaters
- Check electrodes on electric water heaters

LIGHTING

- De-lamp overlit areas
- Keep energy-efficient lamps in stock for replacement
- Clean lighting fixtures
- Clean or paint walls
- Check timers on exterior lighting

MISCELLANEOUS

- Calibrate checkmeters
- Check for and repair water leaks
- Reduce ventilation rates
- Reduce the amount of exhausted air
- Check refrigerators for proper door closure