

Post heating-season checklist:

Unless otherwise stated, each should be addressed every 12 months, at a minimum.



COOPER
COMMISSIONING

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Building Envelope

- Previous water infiltration issues addressed.
- IR Camera inspection of exterior walls & roof.
- Procedure in place to monitor exterior walls/ceiling during summer rain/storm events.

BAS/Controls Platform

- BAS checked for alarms and overrides – *do this daily*.
- Cause(s) of previous overrides addressed.
- Cause(s) of previous alarms addressed.
- Setpoints checked against original design.

Complaints

- Causes of occupant complaints during the coldest days addressed.
- Causes of occupant complaints during shoulder-season addressed.

Tracking

- CMMS in place to track issues.
- Staff trained and routinely using CMMS.

Training

- New hires fully trained on cooling & heating mechanical equipment.
- Training materials available for refresher/new hires.

For Heating Water Plant/Boiler System

End of heating-season maintenance

- Check/clean combustion chamber
- Check condensate neutralizers
- Check flue and combustion air piping
- Check pressure relief valves
- Check air-charge in expansion tanks
- Check air-separator vents
- Check pumps for any signs of required maintenance
 - Rubber dust under coupling?
 - Signs of leaking seals (glycol leak)?
- Check Glycol Levels

Sensors

- Is BAS receiving input from each sensor and input is reasonable.
- Confirm pressure & temperature sensors are reading within the expected range. Investigate if they are not.

Valves and Dampers

- BAS response confirmed with fully open and fully closed commands.
- Physical response confirmed with fully open and fully closed commands.

Your facilities personnel, HVAC/mechanical, and controls contractors can get you through this list. *But if you have had multiple parties in to solve your problem....and it still isn't resolved, call us.* Our systematic testing gets to the bottom of tricky problems that usually involve multiple systems interacting with each other.