

REQUIRED PREVENTIVE MAINTENANCE SERVICES

- CBOCS uses a national service supplier to support the RTU evaporator coil and reach-in refrigeration unit condenser disposable filter changes on a quarterly schedule.
- HVAC service provider is to document supply/return air temperature readings to evaluate Temperature Differentials that may require further diagnostic checks in evaluating any system operational issues.

(A) ROOF TOP UNITS: ANNUAL IN FALL & SPRING

Check Blower and Belt for proper operation.

1. Check bearings to ensure free of drag and noise. If applicable, grease bearings.
2. Check wiring connections, relays and contactors to ensure tight with no sign of excessive temperatures.
3. Check condition of condenser coils (Clean as needed).
4. Clean the outside air metal mesh filters – report damaged filters needing replacement
5. Clean drain pan and drain lines with hot water ensuring free flow of water. Check visible/accessible drain lines to ensure piping integrity and repair as required.
6. Inspect heat exchanger condition and note anything that would require replacing the exchanger immediately. Flame should burn steady blue with slight orange tip during Heating Test.
7. Ensure all electrical control/connection covers, panels and doors are in place and secured. Replace missing screws. Remove work related debris/tools from roof.
- 8. Perform this RTU Spring PM check on all Conditioned Air Make-Up units where installed.**
9. Check set points as specified in the Schedule B Thermostat settings attached for correct occupied and unoccupied programming and operation of thermostats
10. Document excessive positive/negative pressure conditions in store on checklist and contact the Facility Services Manager to review and establish process for resolution. Verify outside air damper settings as available.

(C) EXHAUST FANS: SPRING AND FALL

1. Check motor and blower bearings for vibration/noise or drag. Lube pillow block bearings and ensure mounting bolts tight as applicable
2. On applicable units replace fan belts. Adjust for belt deflection of 1/64” for every one inch belt span. Leave one extra used belt in unit. **Extra Belt Shall be supplied by PM Contractor during every Spring PM.
3. Check wiring connections, relays and contactors to ensure tight with no sign of excessive temperatures.
4. Check heat tape operation on equipped fan units by verifying amp draw and free flow through drain pipe to collection box.
5. Clean exhaust fan screening; repair/replace damaged screens. Assess and repair any rain guards or external downdraft dampers to ensure proper function.
6. Ensure all fan casing/shroud drain plugs installed and tight. Document any leaking plugs.
7. Verify all access panels installed and hold down fasteners tight.

Replacement gaskets/closure panels for Marshall Air Exhaust Fan units can be ordered directly from Marshall Air. Contact RFSM for information on procuring replacement parts.

(D) MAKE-UP AIR UNIT: FALL SERVICE ONLY

1. For stores with Conditioned Make up Air units installed complete applicable RTU checks
2. Clean intake air mesh filters. Quote for Replacement filters if damaged.
3. Replace belts as needed with the spare belt that was left in the unit.
4. Ensure season mode switch where installed is in the correct position.
5. Visually check wiring connections, relays and contactors to ensure tight with no sign of excessive temperatures. Seal tight any exposed wiring.

(E) WALK-IN COOLER/FREEZER UNITS: FALL

1. Clean and ensure free flow of water through evaporator drain line (cooler).
2. Clean the remote condenser coil (See 2(d) for cleaning information).
3. Check operation of all fans/condition of all fan blades and clean blades as needed.
4. Check all electrical connections, relays, and contactors tight, and, there are no signs of excessive temperature. Seal tight has no exposed wiring.
5. Check for proper door adjustment, working hardware and proper gasket seal
6. Ensure service valves capped and exposed sections of exposed suction line properly insulated.
7. Check proper box temperatures: Cooler unit 34-40 degrees Freezer unit -5 to +5 degrees
8. Walk-in freezer(s): Check full operation of defrost, termination, fan delay controls and operation/ proper settings for defrost timer. Complete a full operational check of the defrost clock and defrost cycle.
9. Check all defrost coil heaters and drain pan heaters. Ensure drain lines allow free flow.

(F) ICE MACHINE: SEMI-ANNUAL

1. Clean the remote condenser coil (See 2(d) for cleaning information).
2. Check all wiring connections, relays and contactors to ensure tight with no sign of excessive temperature. Ensure seal tight has no exposed wiring.
3. Clean and sanitize the ice bin with approved cleaner.
4. Descale/clean the evaporators with Hoshizaki approved cleaner.
5. Check float valve operation, clean and adjust.
6. Clean and ensure free flow of water through all drain lines.
7. Check bin door adjustment, hardware, and seals; verify thumbscrews tight in cube shield. Replace missing or broken thumbscrews.
8. Check entire systems for water leaks; ensure clear tubing free of foreign material.
9. Check operation of bin thermostat or control.

(G) REACH-IN COOLER UNITS: SEMI-ANNUAL

1. Clean air-cooled condenser as needed.
2. Check box temperatures: Cooler unit 34-40 degrees Freezer unit -5 to +5 degrees
3. Check for proper door adjustment, working hardware and proper gasket seal. Verify all upper and lower hinge grommets in place and in good condition.
4. All hinges to be tightened and doors aligned.
5. Check operation of evaporator drain.
6. Clean condensate pan and check heater.
Ensure grill stand drawers are in the corresponding numbered cartridges.

Schedule B. Thermostat Settings

WINTER HVAC Settings Stores <i>NORTH</i> Of Interstate 40 Change To Winter Set Points At The End Of Daylight Savings						
HVAC Units	Occupied Start Time 5:30 AM	Un-Occupied Start Time 11:30 PM	Winter Un-Occupied Heat	Winter Occupied Heat	Winter Occupied Cool	Winter Un-Occupied Cool
# 1 Back Dining			60	68	74	78
# 2 Front Dining			60	68	74	78
# 3 Back Kitchen <small>(storage, employee restrooms, training & break rooms)</small>			60	68	74	78
# 4 Front Kitchen <small>(wait area, cook line)</small>			60	68	74	78
# 5 Gift Shop Area <small>(cashier stand, manager's office)</small>			60	68	74	76
# 6 Gift Shop			60	68	74	76
# 7 Gift Shop Storage			60	68	72	72

WINTER HVAC Settings Stores On & <i>SOUTH</i> Of Interstate 40 Change To Winter Set Points At The End Of Daylight Savings						
HVAC Units	Occupied Start Time 5:30 AM	Un-Occupied Start Time 11:30 PM	Winter Un-Occupied Heat	Winter Occupied Heat	Winter Occupied Cool	Winter Un-Occupied Cool
# 1 Back Dining			60	68	72	76
# 2 Front Dining			60	68	72	76
# 3 Back Kitchen <small>(storage, employee restrooms, training & break rooms)</small>			60	68	72	76
# 4 Front Kitchen <small>(wait area, cook line)</small>			60	68	72	76
# 5 Gift Shop Area <small>(cashier stand, manager's office)</small>			60	68	72	76
# 6 Gift Shop			60	68	72	76
# 7 Gift Shop Storage			60	68	72	72

SUMMER HVAC Settings All Stores Change To Summer Set Points At The Beginning Of Daylight Savings						
HVAC Units	Occupied Start Time 5:30 AM	Un-Occupied Start Time 10:30 PM	Summer Un-Occupied Heat	Summer Occupied Heat	Summer Occupied Cool	Summer Un-Occupied Cool
# 1 Back Dining			58	65	72	76
# 2 Front Dining			58	65	72	76
# 3 Back Kitchen <small>(storage, bathrooms, training & break rooms)</small>			58	65	72	76
# 4 Front Kitchen <small>(wait area, cook line)</small>			58	65	72	76
# 5 Gift Shop Area <small>(cashier, manager's office)</small>			58	65	72	76
# 6 Gift Shop			58	65	72	76
# 7 Gift Shop Storage			58	65	72	72