UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION

<table>
<thead>
<tr>
<th>Section:</th>
<th>HVAC</th>
<th>Procedure Number:</th>
<th>HVAC-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Maintenance on Heating Pumps - HSC</td>
<td>Effective Date:</td>
<td>January 1980</td>
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<td>Revised Date:</td>
<td>May 2014</td>
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<td>Facilities Officer:</td>
<td>Reviewed Date:</td>
<td>5/14</td>
<td></td>
</tr>
</tbody>
</table>

Standard Operating Procedure

Heating pumps maintenance will be performed in accordance with the manufacturer’s recommendations and specifications.

Purpose

To ensure proper operation of all heat pumps and associated motors on heating systems needed to provide sufficient heat.

Procedure

Quarterly:

1. Clean motors and lubricate.
2. Clean heater pumps and grease.
3. Check bolts.
4. Check pump couplers.
5. Check for unusual noise and/or vibration. Report unusual conditions to the immediate supervisor.