


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>HVAC</b>	<b>Procedure Number:</b>	<b>HVAC-01</b>
<b>Subject:</b>	Annual Start Up of Chillers - All Buildings	<b>Effective Date:</b>	<b>January, 1980</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All chillers will receive a pre-operational annual start-up test and inspection.

**Purpose**

To maintain full capacity and proper temperature control.

**Procedure**

Annual:

1. Start up machine. Machines affecting patient care areas are to be given first priority for service.
2. Inspect and check all operating and safety controls for proper operation.
3. Trim refrigerant charge.
4. Inspect and check all operating and safety controls for proper operation.
5. Check machine for proper operation.
6. Fill out log sheet.
7. Advise the Manager of Mechanical/General Maintenance as to the condition.