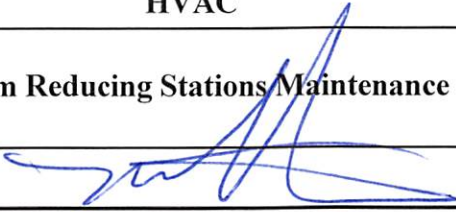


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	HVAC	Procedure Number:	HVAC-04
Subject:	Steam Reducing Stations Maintenance	Effective Date:	January 1980
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Steam reducing stations will be maintained on a scheduled basis throughout the institutions.

Purpose

To maintain proper reduced line pressure and condensate removal.

Procedure

Quarterly:

1. Check gauges.
2. Tighten packing, if necessary.
3. Inspect general condition of piping, supports and insulation.
4. Check all steam traps for proper operation.
5. Clean strainers on high, medium and low pressure steam lines.