UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION

<table>
<thead>
<tr>
<th>Section:</th>
<th>HVAC</th>
<th>Procedure Number:</th>
<th>HVAC-05</th>
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<tr>
<td>Subject:</td>
<td>Flash Tank Maintenance</td>
<td>Effective Date:</td>
<td>January 1980</td>
</tr>
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<td></td>
<td></td>
<td>Revised Date:</td>
<td>November 2016</td>
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<tr>
<td>Facilities Officer:</td>
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<td>Reviewed Date:</td>
<td>December 2019</td>
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**Standard Operating Procedure**

Routine maintenance will be performed on all flash tanks within the institution on a quarterly basis.

**Purpose**

To utilize the maximum amount of high pressure condensate possible and to ensure the safe and proper operation of the flash tank and associated equipment.

**Procedure**

Quarterly:

1. Blow down flash tank.
2. Check piping to the tank.
3. Check piping from the tank.
4. Inspect general condition.
5. Lube valve stems with graphite.