

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	HVAC	Procedure Number:	HVAC-06
Subject:	Air Handler Motor Maintenance - HSC	Effective Date:	January 1980
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Air handler motor maintenance will be performed in accordance with the manufacturer's recommendation and specifications.

Purpose

To ensure proper air handler unit operation in all buildings.

Procedure

Annually:

1. Shut down air handler at motor control center.
2. Pull plugs on bottom of motor.
3. Purge old grease out and insert new grease.
4. Run a few minutes.
5. Shut down unit and put bottom plugs back.
6. Start up unit.