


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	HVAC	Procedure Number:	HVAC-07
Subject:	Cooling Tower Maintenance - HSC	Effective Date:	January 1980
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Cooling tower maintenance will be performed in accordance with the manufacturer's recommendations and specifications.

Purpose

To ensure proper operation of all cooling towers and associated equipment.

Procedure

Weekly:

1. Check for unusual noise or vibration throughout cooling system.
2. Inspect keys and set screws on fan, motor, couplings and gear reducer.
3. Clean and inspect distribution basin. Suction screen drift eliminators as required.
4. Tighten loose bolts.
5. Check for algae buildup, treat for same.

Monthly:

1. Check oil level on dipstick.
2. Check for hot or noisy motor bearings.
3. Check for excess noise and vibration.
4. Verify fill valve operation.
5. Check for leaks.

Quarterly:

1. Lubricate motors.
2. Check oil seal gear reduced.
3. Check oil level in gear reducer.

Semiannual:

1. Clean tower basin.
2. Lubricate motor bearings.

Annual:

1. Check for water in gear reducer, change oil.
2. Change oil in gear case.
3. Change grease in motor.
4. Drain tower in the fall.