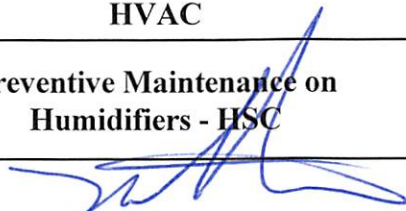


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

|                            |   |                          |                      |
|----------------------------|---|--------------------------|----------------------|
| <b>Section:</b>            | <b>HVAC</b>   | <b>Procedure Number:</b> | <b>HVAC-11</b>       |
| <b>Subject:</b>            | Preventive Maintenance on<br>Humidifiers - HSC                                    | <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**

Proper maintenance and operations will be performed on humidifiers as per manufacturer's recommendations and specifications.

**Purpose**

To ensure proper humidity levels in areas served by the air handling units.

**Procedure**

Monthly:

Inspection of humidifier bars in air handling units shall be checked by the Engineer making rounds for even flow throughout the length of the humidifier bar.

Quarterly:

Operational checks of pneumatic controls will be performed on the air handler humidifiers to maintain limits of high 60% and low 20% return air.

Annual:

Clean steam nozzles on humidifier bars.