UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION

Section:	**HVAC**	**Procedure Number:**	**HVAC-15**
Subject:	**Maintenance on Computer Room Air Conditioners - HSC**	**Effective Date:**	**January 1980**
		Revised Date:	**November 2016**
Facilities Officer:		**Reviewed Date:**	**February 2023**

Standard Operating Procedure

Computer room air conditioner maintenance will be performed in accordance with the manufacturer's recommendations and specifications.

Purpose

To maintain and ensure a proper environment for computer equipment.

Procedure

Quarterly:

1. Tighten motor and bearing bolts and all electrical connections.
2. Check starters and relay contacts.
3. Check pressure controls.
4. Check water or air cooled condenser.
5. Change filters as needed.
6. Check air conditioner temperature monitoring on the building automation system.
7. Check humidifiers and controls.
8. Check temperature controls.
9. Check and lubricate motors.
10. Check blower fan motors and belts.