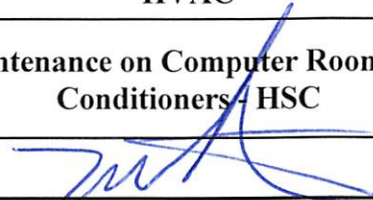


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>HVAC</b>	<b>Procedure Number:</b>	<b>HVAC-15</b>
<b>Subject:</b>	Maintenance on Computer Room Air Conditioners - 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**

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.