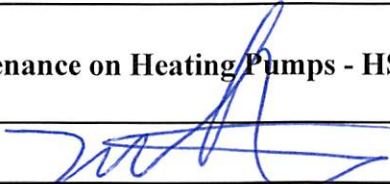


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>HVAC</b>	<b>Procedure Number:</b>	<b>HVAC-16</b>
<b>Subject:</b>	<b>Maintenance on Heating Pumps - HSC</b>	<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**

Heating pumps maintenance will be performed in accordance with the manufacturer's recommendations and specifications.

**Purpose**

To ensure proper operation of all heat pumps and associated motors on heating systems needed to provide sufficient heat.

**Procedure**

Quarterly:

1. Clean motors and lubricate.
2. Clean heater pumps and grease.
3. Check bolts.
4. Check pump couplers.
5. Check for unusual noise and/or vibration. Report unusual conditions to the immediate supervisor.