

BRITISH COLUMBIA LIQUOR DISTRIBUTION BRANCH - "SCHEDULE A" - HVAC & REFRIGERATION PREVENTATIVE MAINTENANCE - SCOPE OF WORK				
General	Winter	Spring	Summer	Fall
Check in with store Manager on arrival and review any problems.	X	X	X	X
Check all thermostats and clean and calibrate as required.	X	X	X	X
Review thermostat operation and settings with the Manager.	X	X	X	X
Ensure that all time clocks and thermostats are operational and on the correct mode and setting.	X	X	X	X
Check circuit breakers.	X	X	X	X
Ensure the store Manager store stamps and signs the inspection report, and receives a copy.	X	X	X	X
Adjust all time clocks and thermostats for daylight savings.	X	X	X	X
Check electrical connections for looseness and deterioration, and tighten as required.	X	X	X	X
Advise Facilities Manager of any deficiencies or repairs required. Pictures would be appreciated.	X	X	X	X
Report pooling water, plugged roof drains, excessive debris, or roof damage to Facilities managers. Pictures would be appreciated.	X	X	X	X
Ensure site is left clean. Used filters, rags, and parts must be removed after each service.	X	X	X	X
Heat/Cool Roof Top Units / Split Systems / Heat Pumps	Winter	Spring	Summer	Fall
Replace all filters (included in PM price) with pleated type Merv 8 or equivalent. Date replacement filters.	X	X	X	X
Notify Facilities Manager if additional filter changes are required. Include quote for filter change only that includes the filters.	X	X	X	X
Inspect all belts and tension and change as required. Charge extra for belts only.	X	X	X	X
Inspect and clean all evaporator and condenser coils as required.	X	X	X	X
Annual pressure washing with chemical	LDB to be notified for approval			

Check contactors for wear and pitting.	X	X	X	X
Check all bearings for noise and wear. Oil and grease as required.	X	X	X	X
Check burners and combustion fans for dirt and wear. Oil motor if required.	X			X
Check safety controls, sail switches, pressure switches and centrifugal switches. Check high limit.	X	X	X	X
Check burner and pilot assemblies while unit is heating and the fan is operating.	X			X
Check burner and flame.	X			X
Check the heat exchanger for cracks and holes.	X			X
Check compressor operation and refrigerant charge		X	X	
Check compressor voltage and current.	X	X	X	X
Check overload devices.	X	X	X	X
Check temperature, flow, and pressure controllers.	X	X	X	X
Check condensate pan and drainage system to ensure water egress	X	X	X	X
Check fan assembly.	X	X	X	X
Clean air intake screen.	X	X	X	X
Check general exterior appearance of unit for rust and deterioration.	X	X	X	X
Check shaft alignment to motor.	X	X	X	X
Check fan pulley for security to shaft.	X	X	X	X
Check blower rotation.	X	X	X	X
Check blower bearings and oil and grease as required.	X	X	X	X
Check fan scroll for dirt.	X	X	X	X
<b>Unit Heaters</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>
Check burner, flame and ignition system.	X			X
Check for proper fuel supply to unit.	X			X
Check the heat exchanger for cracks and holes.	X			X
<b>Specialty Wine Coolers</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>
Check evaporator fan operation.	X	X	X	X
Check expansion valve superheat setting	X	X	X	X
Check condenser coil & clean as required.	X	X	X	X
Check refrigerant charge.	X	X	X	X
Check compressor operation.	X	X	X	X

Check temperature.		X	X	X	X
Check door gaskets and hardware.		X	X	X	X
<b>Walk In Coolers / Cold Zone Systems / Reach In Coolers</b>		<b>Winter</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>
Check evaporator coil and clean as required.		X	X	X	X
Check evaporator fans.		X	X	X	X
Check condenser coil and clean as required.		X	X	X	X
Check and clean drain lines.		X	X	X	X
Clean drain pans as required.		X	X	X	X
Check refrigerant charge.		X	X	X	X
Check compressor operation.		X	X	X	X
Check temperature.		X	X	X	X
Check door gaskets and hardware.		X	X	X	X
<b>Air Curtains</b>		<b>Winter</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>
Clean or replace filters.		X	X	X	X
Clean and lubricate as required.		X	X	X	X
<b>Exhaust Fans</b>		<b>Winter</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>
Check for unusual noise or vibration.		X	X	X	X
Check belts and pulleys.		X	X	X	X
Clean ceiling screen			X		X
Replace belts as required. Charge extra for belts only.		X	X	X	X