

### Trinity Christian Schools Preventive Maintenance Schedule

	Every 3 Months	Every 6 Months	Annually	Every 2 Years	As Needed
<b>HVAC System</b>					
Filters Replaced/Fitted properly	X				x
Fan/ Air Flow Direction	X				
Belt Tension			X		
Drain Pans Empty/Clean	X				
Drain Condensate Lines Cleaned	X		X		
Overall Cleanliness of Ducts and Unit				X	
15-20 Percent of Air Delivered is Fresh				X	
Calibration of System					
Thermostats Functional	x				
<b>CLEANING SCHEDULE</b>					
Cleaning of Heating Coils			X		
Cleaning of Cooling Coils					
Cleaning of Drainage Areas					
Cleaning of Ductwork					x
<b>AIR INTAKE</b>					
Avoid Obstruction	X				
Air Flows into Duct	X				
No Pollutant Sources Nearby (garbage, idling vehicles, exhaust)	X				
Dampers Operational	X				
Motors Operational	X				
<b>LOCAL EXHAUST SYSTEMS</b>					
Proper Exhaust Volume			X		
Air Direction Correct			X		
Fan Functional			X		
Outdoor Vent Checked/Cleaned			X		
<b>Other</b>					
Sewage Traps filled with Water Weekly	X				
Hazardous Chemicals Storage			X		
Walk-off Mat Cleanliness		X			X
Carpet Cleanliness		X			X
Leaks, Stains, Moisture Inspection	X				
Clean All Classroom tables, Diffusers, Shelves	X	X			X
Deep Clean Carpets, Strip and Wax Floors		X			X
Water stained ceiling tile should be replaced	X		X		x