

Schedule Title : Air Handling Units - General

Schedule Ref : 03-01

Schedule Type : Core

Schedule Date : 16 Nov 2015

Schedule Version : 2.0.0

Unit of Measure : System

TASK FREQUENCIES (SERVICE TIMINGS)				
1M (15 mins)	3M (20 mins)	6M (30 mins)	12M (120 mins)	
1 2 3 4 5 6	7 8	9 10	11 12 13 14 15 16 17 18	

ANNUAL TIMING (MINUTES)
440

SCHEDULE INTRODUCTIONS
<p>Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the task schedule to carry out the described works. Ensure you have read and understood the manufacturer's recommendations, carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.</p>

SCHEDULE TASKS					
Display Order	Item	FQ	Action	Notes	Skilling
1	Filter	1M	Check manometer reading and renew filter media as indicated.	Check the pressure differential across the filters. It should be noted that checking the filter should be carried out weekly by the client.	M&E
2	Guide vane actuators and modulating dampers	1M	Check operation.		M&E
3	Condensate drains	1M	Check for condensate carry-over and that drains are clear.		M&E
4	Humidifier pumps, sprays and water supply to tank	1M	Check operation.	The user should note that SFG20 schedules for Humidifiers (SFG 33-05 and 33-08) should also be used for cleaning and disinfections tasks required by L8.	M&E
5	Vent air	1M	Air should be vented from heating and cooling coils where fitted.		M&E
6	Drive belts	1M	Check tension, alignment and condition.	Re-tension or replace as necessary. For more detailed maintenance procedures see Belt Drives (SFG 04-01).	M&E
7	Damper and guide vane pivots and linkages	3M	Lubricate lightly.		M&E

Display Order	Item	FQ	Action	Notes	Skilling
8	Motorised damper	3M	Check to see that louvres are clear and not obstructed, couplings are secure and that motor runs without excessive noise or vibration.	For detailed maintenance see Actuators (SFG 01).	M&E
9	Frost protection, boost thermostat and controls	6M	Check operation. For more detailed maintenance information refer to Sensors and Switching Devices (SFG 50).	This check should be carried out in September and February in Great Britain.	M&E
10	Fans	6M	Check operation of fan in accordance with the relevant section of Fans (SFG 20).		M&E
11	Drive pulleys	12M	Check alignment and security.		M&E
12	Drive couplings	12M	Check alignment and for excessive clearance.	Wear is indicated by excessive clearance and couplings should be replaced.	M&E
13	Heating and cooling coils	12M	Check condition and clean. Check air and water pressure drops across coils. Check operation of the heating and cooling coil in accordance with Heat Exchangers - Coils (SFG 29-01).	Even when filters are fitted, dirt can build-up causing loss of machine output.	M&E
14	Controls and electrical connections	12M	Check operation and condition.	Calibration/Interrogation/Control Adjustment. See relevant sections Control Panels and Controllers (SFG 14) and Sensors and Switching Devices (SFG 50).	M&E
15	Valves	12M	Fully open and close and then reset at the original setting.		M&E
16	Air handling unit	12M	Thoroughly clean interior and check for corrosion. On reassembly check for air tightness.	Include heating and cooling coils, fan impeller, eliminator plates and other fittings.	M&E
17	Motors	12M	Check all motors in accordance with Motors - Drive Elements (SFG 39-01).	This should not exceed data plate value. Measure shaft float and end play.	M&E
18	Anti-vibration mountings and ductwork flexible connections	12M	Check condition.		M&E