

Mechanical Service and Facilities Winter Checklist

General

- Verify exterior pipe/duct insulation integrity
 - Maintain reasonable temperatures in all areas to maintain comfort and reduce the opportunity for pipe rupture
 - Perform generator maintenance and functional testing
 - Check fire extinguishers and carbon monoxide detectors
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Electricity

- Verify that fittings are tight and that there is no corrosion
 - Perform an infrared test on your breaker panels
 - Install motion sensor lights
 - Replace lighting with LED
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Controls

- Invest in or update a Building Automation System for efficiency and energy savings
- Verify system settings are consistent with ambient conditions
- Adjust temperature setpoints for areas with common comfort complaints

Plumbing

- Check for signs of corrosion or water leaks
 - Ensure water pressure is within proper range for building, floor, etc.
 - Check all water heaters for corrosion or leaks, and reduce temperatures to conserve energy
 - Test all drains for restrictions, backups and slow flow
 - Shut off the water to outside faucets and sprinkler systems
 - Test safety or shutoff valves
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HVAC

- Replace or clean filters
- Winterize, drain, cover equipment having little or no use during cold months
- Perform annual boiler/water heater system maintenance scope prior to cooler temperatures
- Consider minimizing manual outside air dampers (contingent upon compliance with fresh air volume and air change requirements) for energy savings
- Perform chiller annual maintenance scope during low-demand period
- Perform deferred HVAC unit repair/replace projects