



ROUTINE MAINTENANCE CHECKLIST

PROCEDURE	DETAIL IN PAGE	FREQUENCY	MONTH												REMARK	
			1	2	3	4	5	6	7	8	9	10	11	12		
While the unit is operating																
1	Check the quality of recirculated water.	Page 1	Monthly													
2	Check the quality of make-up water.	Page 1	Monthly													
3	Check the bleed rate.	Page 1	Monthly													
While the unit is turned off			BE CERTAIN THAT THE POWER IS TURNED OFF AND THE UNIT IS PROPERLY LOCKED AND TAGGED OUT!													
4	Check the fan blades for cracks, missing balancing weights.	Page 2	Monthly													
5	Clean drift eliminator.	Page 3	Quarterly													
6	Clean spray branches and nozzles	Page 4	Monthly													
7	Inspect heat exchanged coil.	Page 5	Monthly													
8	Clean inlet louvers	Page 5	Quarterly													
9	Clean and flush the basin (Do not remove the strainer)	Page 5	Monthly													
10	Clean the strainer.	Page 5	Monthly													
11	Make up the water and check the float valve is operative.	Page 6	Monthly													
12	Check and adjust the water level	Page 6	Monthly													
TURNING WATER PUMP ON			BE CERTAIN THAT ALL PARTS ARE PUT BACK AND THE WATER IS AT THE PROPER LEVEL BEFORE TURNING WATER PUMP ON.													
13	Inspect the nozzles operate properly.	Page 4	Monthly													
14	Check the unusual sound or vibration of water pump.	Page 7	Monthly													
15	Check the leakage of water pump.	Page 7	Monthly													
TURNING WATER PUMP AND FAN ON			BE CERTAIN THAT NO ONE IS WORKING INSIDE THE UNIT AND ALL PARTS ARE PUT BACK BEFORE TURNING FAN ON.													
16	Check the unusual sound or vibration of fan.	Page 2	Monthly													

REMARK : If there are any problems or inquiries, please contact our sales representative or HEATAWAY Co., LTD..