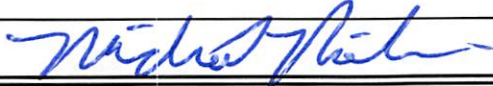


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>HVAC</b>	<b>Procedure Number:</b>	<b>HVAC-07</b>
<b>Subject:</b>	<b>Cooling Tower Maintenance - HSC</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2023</b>

**Standard Operating Procedure**

Cooling tower maintenance will be performed in accordance with the manufacturer's recommendations and specifications.

**Purpose**

To ensure proper operation of all cooling towers and associated equipment.

**Procedure**

Weekly:

1. Check for unusual noise or vibration throughout cooling system.
2. Inspect keys and set screws on fan, motor, couplings and gear reducer.
3. Clean and inspect distribution basin. Suction screen drift eliminators as required.
4. Tighten loose bolts.
5. Check for algae buildup, treat for same.

Monthly:

1. Check oil level on dipstick.
2. Check for hot or noisy motor bearings.
3. Check for excess noise and vibration.
4. Verify fill valve operation.
5. Check for leaks.

**Quarterly:**

1. Lubricate motors.
2. Check oil seal gear reduced.
3. Check oil level in gear reducer.

**Semiannual:**

1. Clean tower basin.
2. Lubricate motor bearings.

**Annual:**

1. Check for water in gear reducer, change oil.
2. Change oil in gear case.
3. Change grease in motor.
4. Drain tower in the fall.