

Policy:

Ensure that the Air Controls personnel know their shop jurisdiction limits, job responsibility and quality production expectations.

Procedure:

I. AIR HANDLERS, HEATING CONVERTERS AND BOILERS:

- A. Service and maintain air control devices:
 - 1. Water and steam control valves and operators
 - 2. Electronic and pneumatic control devices
 - 3. Damper controls and operators
 - 4. Temperature transmitters
 - 5. Temperature sensors
 - 6. Humidifiers, controls and operators
 - 7. Freeze stats
 - 8. High volume limit stats
 - 9. Variable volume controls
 - 10. Smoke detectors
 - 11. Steam metering devices
- B. Perform preventive maintenance on a regular scheduled basis.
- C. Maintain documentation of performance testing and preventive maintenance.
- D. Respond to call in requests (physical plant dispatch) to correct abnormal area temperatures.

II. INDIVIDUAL SPACE CONTROL:

- A. Room thermostats and humidistats
- B. Mixing boxes and controls:
 - 1. Volume regulators
 - 2. Reversing relays
 - 3. Damper operators
 - 4. Manual and automatic dampers
- C. Fan coil unit controls:
 - 1. Hot and cold water valve operators
 - 2. Flow control valves
 - 3. Dampers
 - 4. Not responsible for motors and filters
- D. Reheat coils, valves and operators
- E. Respond to hot and cold room calls.
- F. Install, repair, replace, and service individual room control devices.
- G. Perform preventive maintenance on a regular scheduled basis.
- H. Maintain documentation on performance testing and preventive maintenance.

III. CHILLED WATER GENERATING EQUIPMENT:

- A. Service and maintain associated control devices listed below:
 - 1. Condenser water valve operators

2. Vane operators for chillers
 3. Pneumatic, electric and electronic controls
 4. Freeze stats
 5. Temperature transmitters
 6. Temperature sensors
 7. Tower fan controllers
 8. Chilled water flow system monitors
- B. Perform preventive maintenance on a regular scheduled basis.
- C. Maintain documentation on preventive maintenance inspections.

IV. HVAC SYSTEM AUTOMATION:

- A. Service and maintain and troubleshoot control panels for HVAC automation.
- B. Repair, replace and service HVAC system control and monitoring devices
- C. Perform preventive maintenance on a regular scheduled basis.
- D. Maintain documentation of preventive maintenance inspections.

V. HVAC AIR SYSTEM PIPING:

- A. Service and maintain air system control devices.
1. Diverting dampers
 2. Dampers
 3. Turning vanes
 4. Splitters
- B. Perform space volume air movements checks.
- C. Perform preventive maintenance on a regular scheduled basis.
- D. Maintain documentation on preventive maintenance inspections.

VI. FIRE ALARM SYSTEMS:

- A. Perform installation, maintenance and service on all fire alarm system devices.
- B. Perform scheduled test and inspections in accordance with applicable NFPA codes.

VII. SECURITY SYSTEMS:

- A. Perform installation, maintenance and repair to individual panic alarm devices.
- B. Perform required corrections to system after scheduled inspections by others.

VIII. CARD ACCESS:

- A. Perform installation and maintenance of card access system.
- B. Provide monitoring for building security systems.

IX. PERFORM INSPECTIONS:

- A. Perform annual electrical safety inspection on all shop electrically powered equipment.

- B. Inspect all electrical powered hand tools to ensure that they are in a safe operating condition on a regular basis. Perform preventive maintenance on system controls and test equipment on a regular scheduled basis.

X. SUPERVISOR SHALL PLAN, SCHEDULE AND COORDINATE WORK:

- A. Plan and schedule work on a daily basis.
- B. Prioritize similar level work requests performing oldest request first.
- C. Adhere to work schedule except for valid emergencies.
- D. Order materials to complete work requests.
- E. Follow up on ordered materials on a regular basis.

XI. UNDERSTAND FACILITY HVAC CONTROL DRAWINGS AND SYSTEMS:

- A. Know where to find HVAC and Control prints.
- B. Notify engineering of any conditions that differ from the drawings.
- C. Maintain an awareness of the operational status of the HVAC equipment.
- D. Notify engineering of any operational status change.
- E. Notify Maintenance Control of any repairs required.

XII. PERFORM CLEANING FUNCTIONS:

- A. Maintain the shop and equipment in an orderly manner.
- B. Keep shop tools clean and functional at all times.
- C. Clean work area immediately after making repairs and before leaving the work area.