



POTENTIAL OPERATIONS & MAINTANCE PROBLEM WORKSHEET

POTENTIAL OPERATIONS & MAINTANCE PROBLEM (to be discussed with O&M staff)	AFFECTED EQUIPMENT	DESCRIPTION (including duration, frequency, attempted fixes)
<input type="radio"/> Malfunctioning equipment: air conditioners, exhaust fans, ventilation system, pumps, chillers, boilers, etc		
<input type="radio"/> Overheating motors, excessive motor cycling, etc		
<input type="radio"/> Malfunctioning dampers or actuators		
<input type="radio"/> Malfunctioning or commonly over-ridden thermostat programs		
<input type="radio"/> Trouble maintaining hot water supply temperatures		
<input type="radio"/> Leaky or faulty valves, pumps, pipe connections, etc		

Check when completed

POTENTIAL OPERATIONS & MAINTANCE PROBLEM	AFFECTED EQUIPMENT	DESCRIPTION
<input type="radio"/> Leaky hydronic coils		
<input type="radio"/> Terminal units: noisy operation, inadequate air flow, or too much air flow		
<input type="radio"/> Malfunctioning or commonly over-ridden thermostat programs		
<input type="radio"/> Improper EMS controls programming, or not working as intended		
<input type="radio"/> Inaccurate or faulty sensors, zone level thermostats, Improper sensor location		
<input type="radio"/> Trouble maintaining supply air temperatures		
<input type="radio"/> Excessive comfort complaints		
<input type="radio"/> Malfunctioning lighting controls: occupancy sensors, sweeps, etc		