

5. Useful Forms/ Check List – Samples

5.2 Recommended Routine Inspection Checklist for colling tower system

Note: The above checklists are for reference only. The owners of the cooling tower systems should develop their own inspection checklists to suit their systems.

	Procedures	Inspection Frequency
1.	Check condenser water pumps	Weekly
2.	Check cooling water quality	Monthly
3.	Check internal surfaces of cooling towers/evaporative condenser for scale, rust, sludge and biofilm accumulation	Monthly
4.	Check cooling water for clarity, odour, surface debris and temperature.	Weekly
5.	Check strainers	Weekly
6.	Check drains	Weekly
7.	Check float valves	Weekly
8.	Check water treatment dosing equipment and conductivity sensors	Weekly
9.	Check water treatment chemicals for adequacy and safety	Weekly
10.	Check condition/cleanliness of fill pack/tubes	Monthly
11.	Check condition/cleanliness of drift eliminators	Monthly
12.	Check condition/cleanliness of distribution troughs/spray headers and nozzles	Monthly
13.	Check fans, drives and gearbox	Weekly
14.	Check water level of basin	Weekly
15.	Check bleed-off valve	Weekly
16.	Check for system leakage and overflow from cooling towers	Monthly
17.	Check air inlets and fan screens	Weekly