

5. Useful Forms/ Check List – Samples

5.3 Recommended Routine and Preventive Maintenance Checklist for Cooling Tower System

Note: The above checklists are for reference only. The owners of the cooling tower systems should develop their own routine and preventive maintenance checklists for their systems.

| | Procedures | Inspection Frequency |
|----|---|----------------------|
| 1. | Tighten all fasteners | Every 6 months |
| 2. | Clean strainers | Monthly |
| 3. | Clean water basin and all internal surfaces of cooling towers | Every 6 months |
| 4. | Adjust and lubricate pumps and pump motors | Quarterly |
| 5. | Adjust and lubricate fans and fan motors | Quarterly |
| 6. | Remove drift eliminators and fills for cleaning | Every 6 months |
| 7. | Adjust and lubricate valves | Quarterly |
| 8. | Clean water distribution pipework, including nozzles | Quarterly |
| 9. | Remove end cap in each header for cleaning | Every 6 months |