

5. Useful Forms/ Check List – Samples

5.5 Sample Operation and Maintenance Records for Colling Power System

A. System Description

* To include company name, contact person's business and after office hours telephone numbers

Record	Details
Building Name & Building Address	
Cooling tower type	
Number of cooling towers in system	
Heat rejection capacities of the cooling towers	
Building owner's name/contact details*	
Owner of cooling towers' name and contact details*	
O&M contractor of cooling towers' name and details*	
Water treatment services provider's name and contact details*	
Water sampling/laboratory contractor's name and contact details*	

B. Weekly Monthly Records for the month () of year ()

	Procedures	Date of Action				
		Week1	Week2	Week3	Week4	Monthly
1.	Check cleanliness, organic fouling and physical debris					
2.	Inspect for slime and algal growth					
3.	Inspect for deterioration of materials, damage to components, blockages and corrosion					
4.	Inspect for correct operation of fans, motors and pumps					
5.	Inspect water leaks from seams					
6.	Inspect misshaped exterior or collapsed internal supports					
7.	Inspect supporting framework					

	Procedures	Date of Action				
		Week1	Week2	Week3	Week4	Monthly
8.	Inspect fill and drift eliminator					
9.	Check condition and operation of ball valve					
10.	Check fan thermostat (if equipped)					
11.	Check sprays and distribution deck					
12.	Check bleed-off rate					

C. Quarterly/6-monthly/Yearly Records for the year ()

	Procedures	Date of Action			
		Quarter1	Quarter2	Quarter3	Quarter4
1.	Lubricate fan and pump bearings/ gearbox				
2.	Drain basin and clean distribution deck, fill and drift eliminator				
3.	Check security of all bolts and fittings				
4.	Clean fan blades				
5.	Clean all components as required				

D. Monthly Water Sample Bacterial Test Records for the year ()

Bacteria Test		Testing Laboratory	Data of Test	Test Results (cfu/mL)	Action
Heterotrophic colony count	Month 1				
	Month 2				
	Month 3				
	Month 4				
	Month 5				
	Month 6				
	Month 7				
	Month 8				
	Month 9				
	Month 10				
	Month 11				

Bacteria Test		Testing Laboratory	Data of Test	Test Results (cfu/mL)	Action
	Month 12				
Total legionella count	Month 1				
	Month 2				
	Month 3				
	Month 4				
	Month 5				
	Month 6				
	Month 7				
	Month 8				
	Month 9				
	Month 10				
	Month 11				
	Month 12				

Note: The above formats are for reference only. The owners of the cooling tower systems should develop their own formats for their systems.