

## WEEKLY AIR HANDLER CHECKLIST

Southwest Region School District

Please complete by first week of each month

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

CHECK	CHECK THE FOLLOWING	COMMENTS
	Shut unit off.	
	If motor is hot to the touch belt is too tight or pulley is adjusted to close.	
	Check all mounting bolts.	
	Check filter media, change as needed.	
	Check bearing play on fan shaft.	
	Check all damper linkage for wear.	
	Oil motor bearing as per manufacturers specification, located on motor. (Required yearly)	

Custodian: \_\_\_\_\_

Date: \_\_\_\_\_

Site Administrator: \_\_\_\_\_

Date: \_\_\_\_\_