



PREVENT MECHANICAL LTD.

11989 44th Street SE, Calgary, Alberta T2Z 4G9
Phone 403-271-8821 Fax: 403-252-1405 email: info@preventmechanical.ca

PREVENTIVE MAINTENANCE/TECHNICAL BUILDING SERVICES INSPECTION CHECK LIST

Building: SAMPLE Property Manager: SAMPLE
Customer: SAMPLE Account Manager: SAMPLE
Technician: SAMPLE Date: MAY 2021
Distribution: pm@pmco.com; boardmember@building.com

COMMENTS:

Urgent / Immediate

Important / Soon

Significant / Schedulable

Information / Completed

10/24 The automatic air vents serving all the unit heaters in the parkade are built up with calcium indicating a previous leak and preventing correct operation.

These vents should be replaced to allow for air removal from the heating system.

Please see quote # 2715\$634+GST



10/24 The make up air unit serving the parade ventilation system is in alarm and needs further trouble shooting to diagnose issue.

This is considered a safety of life device as its purpose is to bring in fresh air in place of exhausted CO gases

Please see quote # 2721\$422.50+GST



SAMPLE REPORT

10/24 During our recent mechanical equipment survey it was noted the expansion tank serving the domestic hot water heaters is out of calibration and showing signs of ware. We recommend this tank be replaced.

The domestic expansion tank role is to absorb expansion of the potable water as it is heating to prevent stress on the domestic water heaters and piping.



Please see quote # 2718\$926.83+GST

EQUIPMENT	COMPLETED	COMMENTS
FORCE-FLOW (x1)		Front Entries
Condition	OK	
Controls	OK	Setting 15 °C
BASEBOARD CONVECTORS (x2)		Stairwells
Condition	OK	
Controls	OK	Setting 15 °C
PARKADE MUA#1	ATTN REQ'D	Engineered Air 10/24 Make Up Air unit is in a fault condition, requires further trouble shooting to diagnose
Pilot / Burner	N/A	<input type="checkbox"/> FIRED OK
Controls	OK	Discharge 10 °C
Filter (x9) 20x22x2	OK	
Blower / Bearings	OK	
Belt (x1) BX-30	OK	
EF#1		Cook 180ACE
Condition	OK	
Belt (x1) A16	OK	
DHWT #1		Bradford White
Pilot / Ignition / Burner	OK	<input checked="" type="checkbox"/> Fired OK
Condition	OK	
Controls	OK	T-Stat 140 °F
Relief	OK	Watts 140XL

SAMPLE REPORT










EQUIPMENT	COMPLETED	COMMENTS
DHWT #2		Bradford White
Pilot / Ignition / Burner	OK	<input checked="" type="checkbox"/> Fired OK
Condition	OK	
Controls	OK	T-Stat 140 °F
Relief	OK	Watts 140XL
Venting	OK	
HEATING BOILER		RBI
Condition	OK	
Controls	OK	Setpoint 150 °F
Pilot / Ignition / Burner	OK	<input checked="" type="checkbox"/> Fired OK
Venting	OK	
Domestic Expansion Tank		Extrol
Condition	ATTN REQ'D	10/24 expansion tank is out of calibration due to condition recommend replacement
Leaks	OK	



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SAMPLE SCHEDULE

	ANNUALLY X 3 6.00 Boiler	None	1 NOV 2024 30 NOV 2024	
Right Hand Boilers in North, Centre and South Towers				
Annual Boiler Burner Cleaning 2				
<ul style="list-style-type: none">- Remove and brush clean burners, vacuum tray- Inspect refractory and heat exchanger- Clean & inspect pilot assembly- Test flow switch and LWCO- Test Relief Valve- Check Gas Manifold pressures				
	ANNUALLY X 3 12.00 Boiler	None	1 NOV 2024 30 NOV 2024	
Left Hand Boilers in North, Centre and South Towers				
Full Boiler Tear-down Service				
<ul style="list-style-type: none">- Dismantle outer skins and covers- Remove and brush clean burners, vacuum tray- Inspect refractory and heat exchanger- Brush and wash-down heat exchanger- clean and tighten electrical contacts- Inspect and wipe down draft hood- Clean & inspect pilot assembly- Test flow switch and LWCO- Remove, Inspect and Test Relief Valve per ABSA				
3-year requirements				
<ul style="list-style-type: none">- Reassemble burners and gas train- Check Gas Manifold pressures				
	ANNUALLY Ventilation	 2	1 NOV 2024 30 NOV 2024	
Hallway MUA Annual Cleaning & Tune-up (x4)				
<ul style="list-style-type: none">- Vacuum and Clean cabinet interiors- Inspect and clean burners- Inspect heat exchanger- Check gas pressures and combustion gas analysis- Check for C/O in discharge- Clean coil in pool exchanger				
Requires 2 techs plus scaffold to clean pool coil				
	ANNUALLY Generator	None	1 DEC 2024 31 DEC 2024	
Emergency Generator Service 1 (big service) (x3)				
Preferred Vendor: PacifiCorp				