

### Sample Preventive Maintenance Schedule for AII rooms and Filtration System

Date	Room		Yes	No	Follow up	Comment
		Windows are sealed (There are no drafts)				
		Self closing devices are on doors				
		Doors are operational				
		Electronic monitors are functioning properly (Zero when open)				
		Pressure verification device functioning (Hand held vs wall)				

\*ACH should be verified yearly \*Pressures should be verified quarterly, or daily when occupied.

Date/ area	Fan	Task complete	Yes	No	Follow up	Comment
		Inspect and clean exhaust grills to prevent blockage and subsequent airflow retardation				
		Visually inspect filter housing for holes and proper filter seals				
		Outside air intake is clear				
		Return/exhaust dampers move freely				
		Filters checked for proper installation/spacers				
		Pressure check/set points				
		Steam/CW lines have no leaks				
		Return/Exhaust belts are tight				
		Check fan bearings/sheaves are lubricated				
		Humidifier controls working order/PSI				
		Fan lights are in working order				
		Fan cleanliness				