

CONSIDERATIONS FOR RESTARTING YOUR BUILDING AFTER BEING UNOCCUPIED



Contact your Trane Service Provider to help you prepare to re-open your doors by conducting the following systems reviews:

Air side

- ❑ Prior to restarting your air handlers consider calling your local fire departments to alert them that “false” alarms may trigger from dust burning off electric heaters. Be sure to call them back after start up tasks are completed.
- ❑ Cover any items which may be damaged by dust/dirt emanating from air vents after being idle for extended time periods
- ❑ Consider vacuuming out any dry condensate pans prior to running your larger air handlers
- ❑ Run your air handling equipment 24-48 hours prior to re-occupying your building
- ❑ Check floor and unit condensate drains and pour some water into them to ensure fans do not pull gases from sewer into the building air stream
- ❑ Consider installing new air filters to eliminate any loose dirt being pulled into the air stream
- ❑ Check and clear all return air grills
- ❑ Check and clear all exhaust fan intake grills

AC/Refrigeration machines

Follow standard manufacturer seasonal start up guidelines

- ❑ Be certain power is on to all units, downstream of fuses and or disconnect, so crankcase heaters (where applicable) can function 24 hours prior to compressors running
- ❑ Test crankcase heaters
- ❑ Static pressure test to see that unit still has refrigerant charge
- ❑ Test run all condenser fans
- ❑ Bump over all compressors to see none are locked up
- ❑ For chillers, run chilled and condenser water pumps and note any deficiencies
- ❑ Run and log AC/Refrigeration system with as much cooling load as possible to test full load capabilities. Note any deficiencies.
- ❑ Check condenser coils, and clean if needed

Chillers/Boilers

- ❑ Test glycol systems for proper water to glycol ratio
- ❑ Cycle chiller/boiler to run until set point reached and device cycles off
- ❑ Log and note any deficiencies
- ❑ Pull water samples on closed loops and have sampled to be certain chemical levels are appropriate
- ❑ Flush all city water fee lines to mechanical room
- ❑ Confirm circuit breakers are in the proper position – open, closed, tripped

Cooling towers

- ❑ Check basin heaters for operation
- ❑ Check and verify liquid level floats/switches for accuracy & operation
- ❑ Check and clear evaporative pans and or media for excessive scaling. Note and clean where applicable
- ❑ On belt-driven units check belts and pulleys for wear. Replace as needed
- ❑ Change oil in gearbox if needed
- ❑ Inspect vibration safety switch
- ❑ Contact Water Treatment services to validate WT System operations.

Air compressors

- ❑ Check oil level
- ❑ Check drive belts and pulleys. Replace as needed
- ❑ Test relief valve
- ❑ Check tank auto drain, if equipped

Exhaust fans

- ❑ Check belts and motors
- ❑ Lubricate where applicable
- ❑ Observe operation and note any deficiencies
- ❑ Note any exhaust fan discharges which may impact fresh air intake and note for owner awareness

