

FACILITY NAME:	MACHINE TYPE:	DATE (MM/DD/YY)
FACILITY ID:	MACHINE ID:	(first working day of week):

OPERATIONS AND MAINTENANCE CHECKLIST

DAILY ITEMS	CHECK THE FOLLOWING ITEMS DAILY					
	Check button trap and button trap screen AT LEAST once a day (more often if necessary). Place debris in sealed container.					
	Clean lint trap as often as required to avoid clogging fans and condensers. Place lint in sealed container.					
	Clean strainer in pre-lint filter (if applicable). Clean pump strainer. Place debris in sealed container.					
	Check all pressure gauges. Ensure proper operation pressures (refer to equipment operation manuals for specific requirements).					
	Empty wastewater collector into closed containers or wastewater processor (atomizer or evaporator).					
	Perform a visual leak inspection. This is a quick inspection - a thorough inspection should be accomplished weekly using the leak inspection checklist and a leak detector.					
	Check back pressure on cartridge filters, replace when manufacturer's recommended back pressure is reached. Drain filters for 24 hours (standard) or 48 hours (adsorptive), then place cartridges in sealed containers.					
Check the still to ensure it does not exceed 75 percent of capacity (N/A for continuous stills).						
WEEKLY CHECKLIST ITEMS	CHECK THE FOLLOWING ITEMS WEEKLY. CHECK-OFF AND INITIAL THE APPROPRIATE BOXES.					
	WEEK	1	2	3	4	5
	USE THE FIVE BOXES TO THE RIGHT TO ANNOTATE INSPECTION DATES					
	INSPECTOR INITIALS					
	Check pump for proper lubrication, flow rate and operation (refer to equipment owner's manual).					
	Check air relief and diverter valves to ensure proper operation and closure.					
	Check water separator for debris: empty into still and clean if necessary.					
	Inspect and clean the still.					
	Check the operation of waste eater treatment unit (if applicable). Replace carbon according to manufacturer's recommended frequency.					
	Check to ensure the air-vapor stream downstream of the condenser is ≤ 45 deg F (7.2 deg C).					
Monitor carbon adsorber (if applicable) according to AQMD specifications.						
OTHER*	CHECK THESE ITEMS USING THE SUGGESTED FREQUENCY BELOW				DATE	INITIAL
	Check the drive belts for proper tension and condition (Semi-Annually).					
	Clean evaporative water towers to remove dirt and scale (Semi-Annually).					
	Inspect cooling coils (condenser) for lint buildup and proper operating temperatures (Annually).					
	Inspect cooling coils (still) for leaks, corrosion, and buildup (Annually).					
	Check steam coils (heating) for lint buildup and proper drying temperatures (Annually).					
	Check and clean all other machine areas (e.g., steam traps, fan blades, and air ducts).that may collect lint and affect proper operation (Annually).					
	Check disk filters for damage and dry clean them (Annually).					
	Change inductive door fan carbon (if applicable) (per manufacturer's recommendation).					
	Lubricate (grease) fittings (per manufacturer's recommendation).					
Clean and inspect base solvent tanks (per manufacturer's recommendation).						

*This is a suggested frequency. Follow manufacturer's operating manual in cases where more frequent schedules are recommended.

Revised 4/17/96.