



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.16

DEPARTMENT: *Maintenance*

SUBJECT: *Packaged Humidifiers*

APPROVAL DATE: November 2022

REVISION DATE:

REVIEW DATE:

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PURPOSE:

Preventative maintenance checks will be completed to verify the correct operation of all building packaged humidifiers.

PROCEDURE:

The Manager of Corporate Facilities or designate will:

1. Ensure the necessary preventative maintenance procedures have been documented and uploaded to the WorxHub software and/or PM binder for tracking.
2. Check:

Monthly: (in operating season i.e. October to April)

- Check for proper operation
- Check for water leaks

Annually: (Fall Start-up)

- Have unit inspected and maintained by HVAC contractor

Annually: (Spring Shut-down)

- Shut Unit(s) off and drain units