Service Report

Honeywell

Work Order Number	08733827

Email	gsrcservicedispatch@honeywell.com	Phone	800-382-5431

Work Order Details

Name		Work Type Category	PM
Phone		Service Contract	GSA84 Richmond County Public Schools Rap
Created Date	11/25/2024 9:42 AM	Case	
Status	Closed	PO Number	
End Date	1/31/2025 11:59 PM		

Property and Customer Billing

Account	Richmond County Public Schools	Bill to Account	Richmond County Public Schools
Location Name	RCS Richmond County Elem&Mid Sch	Billing Address	PO Box 1507 Warsaw, Virginia 22572
Location Address	361 Walnut St Warsaw, VA 22572		

Work Details

Subject	Maintenance
Description	
Resolution Description	SA-4641611 - Joshua Houser - 01/02/2025, 3:30PM - Inspected tower and boiler

Labor Summary

Appointment Number	Actual End	OT Labor Summary (mins)	Reg. Labor Summary (mins)
SA-4641611		0	510

Please note that the number of hours specified in this service report may vary from the number of hours specified on your invoice. This can occur as a result of a variety of factors, including minimum labor hours charged for a service visit or existing contractual agreement.

Materials Used

Product	Product Description	Quantity Consumed	Created Date

Expenses

Expense ID	Description	Expense Type

Additional Charges

Additional Charge ID	Additional Charge Type	Quantity
AC-1228468	Safety and Environmental Compliance	1

Service Report

Honeywell

Work Order Number 08733827

Recommended Repairs

Title	Criticality	Criticality Reason	Asset

Thank you for your business! Satisfied customers are our highest priority. If you have any questions or comments please call us.

Customer Signature

Signature

Signed By

Date

Type Customer

Equipment

Sub Location	Asset	Equipment Make	Equipment Model	Serial Number
ELEMENTARY SCHOOL	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	McQuay	CONSOLE	
ELEMENTARY SCHOOL	Cooling Tower PM / Cooling Tower	EVAPCO	TBD	

Work Completed

Completed	Name	Asset	Equipment Tag
✓	Check Anti-Vibration Mountings And Ductwork Flexible Connections Fixings For Security	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Inspect Rubber Blocks And Mat For Shearing Or Cracking Under Load.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check For Condensate Carry-Over And That Drains Are Clear.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Condition Of Condensate Tray And Repaint As Necessary, Close Condensate Trap And Fill Tray To Maximum With Clean Fresh Water.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Examine And Ensure That All Drain Points And Pipework Are Clear And Free From Obstruction, Clean/Disinfect And Report Drip Tray Condition, Record In Water Risk Assessment Logbook.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Remove Any Loose Debris Using Wet And Dry Vacuum Cleaner.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Ensure That Adequate Air-Break Exists Between Condensate Trap And Drain To Prevent Siphoning.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Drive Belt Tension, Alignment And Condition.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Drive Couplings Alignment And For Excessive Clearance.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM

Honeywell

Work Order Number 08733827

✓	Check Drive Pulleys Alignment And Security.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Examine Manometers And Check For Correct Operation And Setting, Topping Up Fluid As Required.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Ensure All Access Panels Are Correctly Positioned And Secure.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Examine For Water Or Air Leaks.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check And Ensure Security And Integrity Of Safety Guards.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Examine Ahu Flexible Connections And Ensure Security Of Retaining Bands.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Adjust Or Repack Valve Glands As Required.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Clean, Remove All Deposits And Lubricate Valve Stems.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Examine And Report Condition Of All Associated Insulation.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Examine Fan Internally, Clean As Required, Reporting Any Deterioration And Ensuring Security Of Fan Impellers And Balance Weights	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Examine And Ensure All Motor Ventilation Airways Are Clear, Remove All Dirt And Dust By Vacuum Cleaner.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Paintwork For Corrosion, If Present Determine And Report On Cause.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Thoroughly Clean Interior And Check For Corrosion. On Reassembly Check For Air Tightness	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Internal Surfaces For Algae, Scale, Rust And Limescale Accumulation.	Cooling Tower PM / Cooling Tower	Cooling Tower PM
✓	Check That Drain And Overflow Are Clear From Blockage.	Cooling Tower PM / Cooling Tower	Cooling Tower PM
✓	Check Sparge Pipe. Make Sure Water Is Flowing Through Nozzles To Ensure Even Distribution Over The Fill.	Cooling Tower PM / Cooling Tower	Cooling Tower PM
✓	Physically Clean Screen(S) Of All Debris.	Cooling Tower PM / Cooling Tower	Cooling Tower PM
✓	Test Water Samples, Record Results.	Cooling Tower PM / Cooling Tower	Cooling Tower PM

Honeywell

Work Order Number 08733827

✓	Check For Excessive Vibration In Motors, Fans And Pumps. Check For Loose Fill, Connections, Leaks, Etc.	Cooling Tower PM / Cooling Tower	Cooling Tower PM
✓	Check Heating And Cooling Coils Condition And Clean. Comb Fins (As Required).	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Air And Water Pressure Drops Across Coils.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Operation Of The Heating And Cooling Coils	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Air Should Be Vented From Heating And Cooling Coils Where Fitted.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Take Sample For TVC Count.	Cooling Tower PM / Cooling Tower	Cooling Tower PM
✓	Check The Operation Of Fans	Cooling Tower PM / Cooling Tower	Cooling Tower PM
✓	Operate Switch Manually To Ensure Proper Operation.	Cooling Tower PM / Cooling Tower	Cooling Tower PM
✓	Check That Water Treatment Automatic Dosing Equipment Is Functional.	Cooling Tower PM / Cooling Tower	Cooling Tower PM
✓	Check Manometer Reading And Renew Filter Media As Indicated.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Operation Of Fan In Accordance With The Relevant Section Of Fans	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check And Operate Field Controls	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Where Accessible, Examine All Manually Operated Valves. Ensure Full And Free Travel And Correct Setting, Checking For Leakage.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Humidifier Pumps, Sprays And Water Supply To Tank Operation.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check Operation And Conditions Of Dampers	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check All Fan Motors.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Test And Ensure Correct Operation Of Auto Air Vents Replacing Any Faulty Components & Vent Any Air From System.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM
✓	Check And Ensure Security, Freedom Of Movement And Correct Settings Of All Control Linkages, Vanes, Damper Blade Assemblies And Autoroll Mechanisms. Lubricate As Required.	HEAT PUMP PM / WATER SOURSE HEAT PUMPS	HEAT PUMP PM