



**U.S. Mechanical Company, Inc.**

**HVAC/R**

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*"Your first line of defense in comfort,  
operations and a greener environment."*

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## **Evaporator (Swamp) Cooler Inspection and Maintenance Schedules** **TWICE PER YEAR**

All HVAC units are to be inspected, serviced, tested, and reported on two times per year.

### **Spring/Summer Inspection shall include, but is not limited to the following:**

- Remove cover and store onsite (if applicable)
- Inspect water media pad
- Clean basin
- Inspect belt, motor, sleeve, float, etc.
- Lube bearings
- Install overflow drain tube, and reconnect water line and fill system
- Check for leaks
- Inspect controls/thermostat
- Verify operation and overall general condition

### **Fall/Winter Inspection shall include, but is not limited to the following:**

- Isolate water and drain
- Remove overflow drain tube
- Disconnect and blow out water line
- Disconnect power to pump and fan
- Secure cover on unit (if applicable)