





ENERGY RECOVERY UNIT

Workorder Unit Tag ERU

Equipment Type Manufacturer Model No. Serial No Building Floor Room name Year installed	Energy recovery unit X-Y-Z ERU 1110101028 K-12 Educational facility Ground floor N/A 2012	  McKew is a senior project engineer with InterPro Solutions. Reach her at amckew@interprosoft.com .
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Equipment Information	Description	Item quantity	Actual quantity
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Energy recovery unit	ERC-DOAS	1	1 system
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Special Instructions	Yes	No	N/A
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1	Turn off electrical power.			
2	Make sure you have special tools.			
3	Take care in handling refrigerants and documentation.			
4	Have correct lubricants.			
5	Follow lockout/tag out procedures and safety procedures.			
6	Attach manufacturer's maintenance checklist.			

Task #	Monthly	Quarterly	Start Up	Semi-Annually	Annually
1	WARNING: To prevent personal injury, follow lockout/tag-out procedures and follow safety procedures identified in the manufacturers manual. Disconnect all electrical power to the unit to prior to performing any of the following maintenance procedures Read, understand and follow all the instruction warnings in ALL of the component instruction manuals.				
2		✓	✓	✓	✓
3		✓	✓	✓	✓
4		✓	✓	✓	✓
5		✓	✓	✓	✓
6				✓	✓
7					✓
8					✓
9					✓
10					✓
11					✓
12					✓
13		✓		✓	✓
14		✓	✓	✓	✓

Technician's Comments	
1	
2	
3	