



Cooling Tower Inspection Checklist and Calendar

	Fan And Fan Guard		Motor	Driveshaft and Guards	Speed Reducer	Eliminator	Fill	Cold Water Basin	Hot Water Basin	Float Valve	Suction Screen	Control Valves	Structural Members	Casing	Fan Cylinder(s)	Stairs, Ladders, Walkway, Doors, Handrails	Davits, Derricks, Hoists
1. Inspect for clogging					M	M		W		W							
2. Check for unusual noise or vibration	D	D	D	D													
3. Inspect keys, keyways and set screws	S	S	S	S													
4. Make sure vents are open				S													
5. Lubricate (grease)		R								S							
6. Check oil seals				M													
7. Check operating oil level				D													
8. Check static oil level				M													
9. Check oil for water and sludge				M													
10. Change oil				S													
11. Check fan blade tip clearance	S																
12. Check water level							D	D									
13. Check for leakage				W	S	S	S										
14. Inspect general condition	S	S	S	S	Y	S	Y	S	Y	S	S	S	Y	S	S	S	S
15. Tighten loose bolts	S	S	S	S													
16. Clean	R	R	R	R	R	R	R	R	R	R	R						
17. Repaint	R	R	R	R													
18. Rebalance	R		R														
19. Inspect/repair for safe use	Y		Y												Y		
20. Inspect and repair before each use																	R

D-Daily W-Weekly M-Monthly Q-Quarterly S-Semiannually Y-Yearly R-As Required

* General recommendations – more frequent inspection and maintenance intervals may be desirable.