



SADDLE BROOK SCHOOL DISTRICT

355 MAYHILL STREET
SADDLE BROOK, NEW JERSEY 07663

Telephone 201-843-1142
Fax 201-843-0216

HVAC PREVENTIVE MAINTENANCE PROCEDURES

SADDLE BROOK SCHOOL DISTRICT

- **Change filters. Merv 10 September, November, January, March**
- **Vacuum Units.**
- **Oil Fans.**
- **Check Coils.**
- **Check Damper Position 10 percent. 4 Inches open.**

Keith Siroky
Supervisor Buildings and Grounds