

A year of maintenance at a glance

Daily

Air Compressor	Drain water from the tank.
Boiler	Blow down. Add boiler treatment. Check for leaks.
Clothes Dryer	Clean lint screen.
Dry Cleaning Machine (A.M.)	Clean button trap. Clean lint filters. Clean pump strainer.
Shirt Press	Check padding. Check air bag pressure.
Vacuum	Drain water from tank.
Dry Cleaning Machine (P.M.)	Do spin disc filter maintenance. Clean still. Water separator—run maintenance program.

Weekly

Dry Cleaning Press	Clean table and dust press. Inspect pad and grid plate. Check steam/air timers.
Shirt Press	Clean chests.
Spotting Board	Pour hot water through board. Check flapper valve.

Monthly

Air Compressor	Check oil.
Boiler	Test Low Water Cut-off. Check for water or steam leaks.
Boiler Feed Pump	Check for leaks.
Boiler Return Tank	Float valve – not sticking.
Dry Cleaning Machine	Fill the air line oiler. Check steam pressures, drying temperatures. Clean water separator, if doing manually.
Suzie or Pants Topper	Check settings on air/steam timers. Check for steam leak at the solenoid valve. Inspect dress or pad. Clean lint from blower. Clean or replace air filter.
Dry Cleaning Press	Check steam/vacuum valves for leakage. Check head pressure.
Shirt Press	Check timer operation. Test safety bars or buttons. Lubricate press.
Spotting Board	Lift glass and screen, clean underneath. Check for steam, air or vacuum leaks.
Washer	Check inlet valves and drain valve for leaks. Inspect basket for pins or screws. Check soap pump and flush down.
Water Softener	Check for leaks. Fill with salt.

Semi-Annually

Air Compressor	Change oil/check filter. Clean fins and belt guard. Check belts. Check air line water separator.
Clothes Dryer	Vacuum lint—inside and around burners. Remove pins, etc., from under basket. Remove lint from temperature sensors.
Computers/Printers	Vacuum out lint and dust.
Dry Cleaning Press	Check oil in shock absorber. Grease press.

Annually

Air Compressor	Water separator—check over. Clean fins. Check belts.
Boiler	Boiler safety inspection. Hydrotest pressure vessel. Change handhole gaskets. Remove loose scale. Clean lint form fan, combustion analysis. Check safety valve.
Boiler Feed Pump	Clean pump strainer. Adjust pump. Change check valve discs.
Heater for the Building	Check belts. Clean and lubricate fans. Clean lint from registers.
Exhaust Fan/ Evaporative Coolers	Clean lint from fans.
Clothes Dryer	Check belts or lubricate chain. Open up stack to remove lint buildup.
Dry Cleaning Machine	Use a perc detector to check for leaks. Test the steam traps. Check refrigeration system. Check drive belts/grease bearings. Remove lint buildup inside the machine.
Vacuum	Grease motor.

As Required

Boiler	Leaking handholes—fix immediately.
Dry Cleaning Machine	Change soap pails and soap pump tubes. Change filter cartridges.
Washer	Change oil or grease. Check water temperatures. Check extract.

This is a suggested list of items to check. Consult your equipment manuals for exact checklists and procedures. If you are unsure how to perform required maintenance, or how to interpret what you see/experience when you inspect, call the equipment company, your distributor or a qualified mechanic for assistance.