



Personnel Resources  
Cooling Tower Compliance - Responsibility/Resource Checklist

Task / Responsibility	Personnel Resources					
	In - House	Management Company	Mechanical Vendor	Treatment Vendor	Consultant	Other
Prepare Maintenance Program and Plan (MPP)						
Provide guidance to responsible person in performance of their duties						
Communicate to team members in accordance with MPP and as otherwise needed						
Other responsibilities specified in the MPP						
Amend MPP as needed						
Perform compliance inspection at least every 90 days						
Review changes to chemical treatment, cooling tower design, maintenance or operation						
Perform a pre-startup inspection						
Review and sign off on MPP						
Clean and disinfect cooling tower system						
Apply biocide to cooling tower system						
Perform <i>Legionella</i> culture sample analysis quarterly, at startup after 5 day idle, as otherwise needed/required by regulations						
Maintain biocide inventory						
Maintain treatment chemical inventory						
Maintain equipment inventory						
System startup and shutdown						
System removal						
Permanent system shut down						

Team Members



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Task / Responsibility	Personnel Resources					
	In - House	Management Company	Mechanical Vendor	Treatment Vendor	Consultant	Other
Assemble management and maintenance team						
Register cooling tower system						
Notify Health Department if decommissioning cooling tower system						
File annual certification						
Keep all sample results, inspection results, maintenance records, cleaning and disinfection records, water quality monitoring records and copy of Maintenance Program and Plan (MPP)						
Provide checklist for routine system monitoring						
Post cooling tower registration number on cooling tower						
Communicate to team members in accordance with MPP and as otherwise needed						
Review and sign-off on MPP						
Other responsibilities specified in the MPP						
Perform and record results of weekly routine system monitoring inspections,						
Measure and record water quality parameters including: pH, temperature, disinfectant residual levels, conductivity, bacteriological Indicator (HPC or dipslide)						
Assist in performing corrective actions when necessary						
Measure and record biocide addition						
Measure and record other chemical addition						
Amend MPP as needed under guidance of qualified person						
Operate and maintain cooling tower system in accordance with MPP. Routine operation and maintenance tasks may include: system troubleshooting operational issues with assistance from qualified person, component cleaning, flushing, debris removal, gasket/seal replacement, repair/replace louvers, repair/replace fill, ordering chemical, repair chemical feed pump, repair/replace monitoring equipment						
Communicate to team members in accordance with MPP and as otherwise needed						
Review and sign-off on MPP						
Other responsibilities specified in the MPP						

Team Members