



May, 2010 - Summer vacation plans

7 things to do *before* your summer vacation

Memorial Day is coming up, and the warm weather this week sure feels like summer. But before you pack for vacation, **make sure your facility is ready for summer**, too. Here's some help: use the list below of key facility jobs that should be completed before you hit the highway. And as a reward for jobs well done, we've also included our list of unique things to do and places to go in Michigan this summer.

Easy to forget, harder to fix later: 7 jobs for summer

This is by no means an exhaustive list. But completing this list will increase your chances of a quieter vacation without those dreaded calls about a problem in the plant, the ones that always seem to arrive right at the start of happy hour.

1. Emergency standby generators

You should have a regular PM schedule for your emergency power system, with a written list for each step in checking out the cooling system, D.C. and A.C. electrical systems, air induction and exhaust system, the power unit, lubrication system, and fuel system. Each system involves from three to a dozen actions, ranging from checking the levels of the engine coolant and battery electrolytes, to inspecting the crankcase pressure and the safety mechanism.

ProBusS has a detailed list that ensures all the work gets done and recorded; call or email and we'll send you a PDF.

2. HVAC

A seasonal PM of chillers and boilers is in order. For cooling towers, disassemble screens and access panels and inspect the tower fill, support structure, sump and spray nozzles, fill valve, gear box, drive coupling, fan blades, and motor bearings. Clean the starter



and cabinet. Inspect wiring, and check motor starter contacts for wear and proper operation. Test the motor and log readings. Check the condition of the sump heater and contactor, and log observations.



For air-handling units, clean or replace air filters at least every three months. Pumps usually need bearing lubrication at least once a year. Inspect couplings and check for leaks. A contract with a service provider ensures your HVAC equipment will run more efficiently and last longer without repair.

3. Roofing

Inspect it twice a year, and especially after one of our summer thunderstorms. Roof drains should be cleared of debris (your roof warranty won't cover that). Take a stroll around the perimeter to inspect sheet metal, copings, and any previous repairs. On single-ply roofs, re-caulk the top of face-mounted termination bars if needed. For bituminous roofs, check for splits in stripping plies. Limit roof traffic to avoid damaging the membrane.

4. Lighting



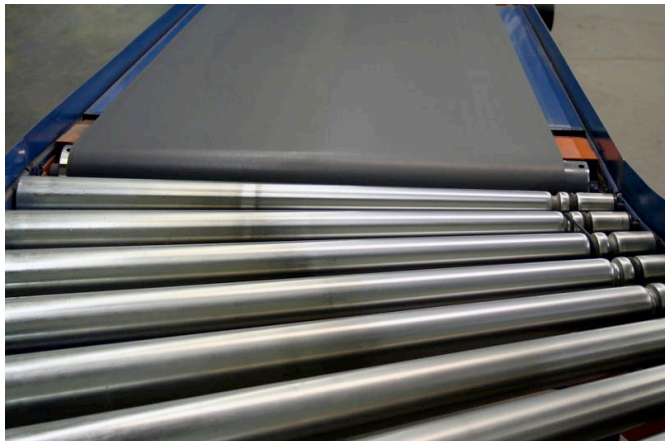
Check exterior light cables, screws, hardware, and gaskets to make they are all in order. Re-aim adjustable lighting that's gone askew. Cleaning lamps and lens surfaces ensures the best lighting performance. Make a check of all transformers, control mechanisms, and accessories such as spread lenses, glare baffles, or color filters. When lamps start to fail, replace them in groups.

5. Plumbing

Water heaters and boilers should be fire-tested using flue-gas analysis to adjust the flue draft and combustion air input. On remote drinking water chillers, lubricate condenser fan motor bearings annually. Check contacts for wear and pitting, and run system control tests. Pump down the system and remove the refrigerant (per manufacturer instructions). Drain and replace the oil in the compressor oil reservoir, and clean filters, strainers, and traps.

6. Conveyors

A down conveyor system kills the packing and shipping areas, and any department that depends on moving material. These expensive systems require maintenance monthly, but if you've been putting it off, now's the time. Check fluid in reducers and gear boxes. Check belt seams (a common failure point on belt conveyors) and belt tracking. New belts stretch and begin to shift, so they will need some minor adjustment after a short time. Oil the rollers and grease the bearings. And make sure you have spare inventory of all critical parts: motors, rollers, belts, drive belts, cables, etc.



7. Emergency standby resources

Cell phone are a great convenience, except when your back cast is interrupted by that familiar ring tone. A thorough PM program will drastically cut down on those calls, but for problems that are beyond the scope or time limitations of your staff, be sure you have experienced, expert resources lined up who can handle emergency repairs and service. Post contact information for these resources near the maintenance department. If you or your maintenance supervisor prefer to get the calls, post that contact info there. The main thing is that everyone knows who to call when there's a problem.

Call ProBusS before you leave on vacation

We have professionals ready to help you complete any and all of these seven steps, from electricians and machine repair men to PM technicians. If you need parts, materials, or equipment moved, we have the **trucks, lifts, and other gear**, along with experienced movers to get the job done.

ProBusS has skilled professionals who can step in during staff vacations and leaves, or provide a helping hand when you need some experienced assistance. For any assignment, from a short-term project to a long-term contract, ProBusS is ready to help.

Just give us a call:
616 490.4781.



A few summer vacation ideas

Once the work is done, it's time to think time off! We all have our favorites places and things to do in Michigan. Here are a few of ours for summertime fun:

The **Hot Dog Hall of Fame** -started with a few Detroit Lions players challenged each other to each a dozen dogs. (The Corner Bar, Rockford)

Crystal Mountain Golf -two courses at one of the most family-friendly resorts around. (Thompsonville)

The Dockside -on the south end of Torch Lake, on the channel, dine indoors or out.
Ann Arbor Art Fair -with a stop at **Zingerman's**, arguably the best deli anywhere (try the pastrami; thank us later).

Paul Bunyan Festival -don't miss the chainsaw carving contest (Oscoda)

Impressions 5 Museum -a great rainy day trip (Lansing)

Detroit Institute of Art -with one of the great Impressionist art collections in the world, and not far from



Lafayette Coney Island, for works of art on a bun.



Free stuff



We all like free. Especially when it's something worthwhile.

This month we're offering a great two-page **PM checklist for emergency standby generator systems**.

Place a call or send an email to Sheila: Sheila@ProBusSinc.com and we'll send you a PDF, PDQ.

Read previous issues this newsletter under the "News" column on our web site:

www.probussinc.com