**Purpose:**
目的

Ensure the normal operation of refrigeration units, do energy-saving well
确保冷冻机组正常运行，做好节能工作。

**Policy:**
政策

Do transfer of records well, equipment operation condition and tracking control energy.
做好交接记录,设备运行检查实施情况，跟踪控制能源做好记录。

**Procedure:**
程序

1. Check valve of chilled water pipe, cooling water valve; start opened the chiller cooling water pumps, chilled water pumps, air condition host; observe the corresponding operating parameters within the normal range;
   检查所有冷冻水管的阀门、冷却水阀门；启动所开的冷水机组的冷却水泵、冷冻水泵、空调主机；观察相应的运行参数，使其在正常范围内；

2. If abnormal, press panel status button to make sure the cause of the malfunction immediately removed or notify maintenance unit to come repair; make a record to correctly determine the fault next time;
   如有异常，按面板状态键，确定故障原因及时排除或通知维保单位前来修理；做好记录。以便出现故障时能正确判断故障；

3. Staff on duty patrol every 2 hours and make a record of operating conditions;
   当值人员每2小时巡视一遍，并做好运行工况记录；

4. According to the guest are, adjust ambient temperature , host temperature and the number of hosts, in order to control energy consumption;
   根据客用区环境温度变化情况，随时调整主机温度及使用主机 数量，以控制能源消耗；

5. Strict implementation of the various devices safe operation of the system and the system of patrol inspection;
   严格执行各种设备安全操作制度和巡回检查制度；

6. Keep the engine room ventilation, to ensure environmental hygiene;
   保持机房通风换气，确保环境卫生清洁；

7. Staff on duty should check whether the power supply normal, all valves should be in a normal state of use, water pumps, pipes, fittings and valves should be no water leakage;
   当班人员应检查机房供电是否正常，所有阀门应处于正常使用状态，水泵、管道接头和阀门应无渗漏水现象；

8. Production safety;

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9. Ensure engine room clean and sanitation, items neatly set;
保证机房卫生清洁，物品摆放整齐；

10. Observe the pump, each pipe without noise, vibration, water seepage, and regularly add oil;
注意观察水泵，各管道有无杂音、震动、渗水情况，并定时加润滑油；

11. Strictly prohibit outsiders to stay in the engine room;
严禁带外人在机房逗留；

12. Strictly accordance with the air conditioning host switch.
严格按照空调主机开关操作程序执行。