RECORDKEEPING

For Perc Dry Cleaning Facilities

(Please note: please print the long version calendar if you want detailed explanations, regional contact information, Haz. Waste requirements, & forms)

2013

Non-compliance - **Failure to comply with the dry cleaning regulations may result in enforcement action which can include civil charges not to exceed $32,000 per day of violation.**

Need Assistance?

Call the Office of Small Business Assistance: (804) 698-4394.

SUMMARY OF REQUIREMENTS FOR TYPICAL[1] PERC DRY-CLEANING FACILITIES

1. **RECORDS TO BE KEPT ON SITE FOR 5 YRS**:
   a) Machine design specifications and operating manuals;
   b) Perc receipts;
   c) Rolling 12-month totals of perc purchases;
   d) Temperature checks;
   e) Perc Leak checks;
   f) Dates of Repairs to fix perc leaks and high temperatures.

2. **PERC LEAK CHECKS**:
   a) Frequency is once each calendar week unless no dry-cleaning was done the entire week (or bi-weekly if the dry-to-dry machine was purchased before Dec. 9, 1991 and if 12-month perc usage is always less than 140 gal for all machines at the facility combined).
   b) Check for vapor or liquid perc leaks. If leaking, repair is required.
   c) Method 1: electronic detector (**must use detector at least once each month**)
      Method 2:
      - Odor; and
      - Visual such as pools or droplets; and
      - Detection of gas flow by passing fingers over the surface.
   d) Check when machine is in operation.
   e) Locations: all gaskets, seals, pipe & hose connections, valves, pumps, and other potential perc leak locations.
   f) Records: 1) date; 2) name or location of component where PERC leak was found. (If no dry-cleaning is done the entire week, note this as reason for no perc leak check for the week.)

3. **TEMPERATURE** CHECKS[2] of perc laden air after the **refrigerated condenser** but before heating coils (Checking refrigerant pressures is an alternative but we don't encourage this.):
   a) Frequency is once each calendar week (unless no dry-cleaning was done the entire week).
   b) Temperature taken when machine is in cool down cycle.
   c) Maximum temperature is 45°F (or 7.2°C) at end of cool down cycle. If too high, repair is required.
   d) Records: 1) date; 2) temperature. (If no dry-cleaning is done the entire week, note this as reason for no temperature check for the week.)

4. **REPAIRS** to correct High Temperatures or PERC Leaks, discovered during weekly check:
   a) Deadline: 24 hr to complete repair if no parts needed.
   b) Deadline: 2 working days to order parts needed for repair.
   c) Deadline: 5 working days after receipt of parts to install them.
   d) Records: 1) date parts ordered; 2) date parts received; 3) date repair was completed.

5. **EQUIPMENT & OPERATING REQUIREMENTS**:
   a) Dry-to-dry machine installed after 12/21/05 must have a non-vented carbon adsorber (or equivalent device) to remove perc from the drum prior to opening the door & must desorb per manufacturer's instructions.
   b) Store perc and wastes that contain perc in sealed containers (lid on tightly).
   c) Cartridge filters must be drained in the housing or in other sealed container for at least 24 hr before removal from the facility.
   d) Keep machine door closed except when loading or removing clothes.
   e) Operate in accordance with operating manual.

QUESTIONS? Call the DEQ Office of Small Business Assistance (804) 698-4394.

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[1] Typical means facility has only dry-to-dry machines and facility 12-month perc usage is always less than 2100 gal.
[2] Temperature checks are not required for dry-to-dry machines installed prior to Dec. 9, 1991 if 12-month perc usage is always less than 140 gal.

DEQ

ROLLING 12-MONTH TOTALS – PERC PURCHASED

Calendar year: 2013

Enter amount perc purchased in the month (zero if none) and calculate a 12-month total.

YEAR	Month	PERC PURCHASES FOR THE MONTH
2012	January	
	February	
	March	
	April	
	May	
	June	
	July	
	August	
	September	
	October	
	November	
	December	
2013	January	
	February	
	March	
	April	
	May	
	June	
	July	
	August	
	September	
	October	
	November	
	December	

What is a Rolling 12-Month Total? Simply stated, at the end of each month you total the previous 12 months.

For example, at the end of August, take August + July + June + May + April + March + February + January + December + November + October + September. You totaled 12 months.

OR

Here is another way to think of it and to calculate it: At the end of a calendar year, add the numbers for January through December. You have a 12-month total. When January is over, add January to the total. You now have a 13 month total. But, you want 12, not 13. So, subtract LAST January. You again have a 12 month total. When February is over, add February to the previous 12-month total and subtract LAST February. When March is over, add March to the previous 12-month total and subtract LAST March. This procedure always leaves you with 12 months in the total.

12-MONTH TOTAL	Calculation Method
	Add Jan 2012 through Dec 2012
	Total above + Jan 2013 - Jan 2012
	Total above + Feb 2013 - Feb 2012
	Total above + March 2013 - March 2012
	Total above + April 2013 - April 2012
	Total above + May 2013 - May 2012
	Total above + June 2013 - June 2012
	Total above + July 2013 - July 2012
	Total above + Aug 2013 - Aug 2012
	Total above + Sept 2013 - Sept 2012
	Total above + Oct 2013 - Oct 2012
	Total above + Nov 2013 - Nov 2012
	Total above + Dec 2013 - Dec 2012

EPA's Drycleaner regulation requires perc receipts and these 12-month totals to be on site for 5 years.

JANUARY 2013

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Dec 31 - Jan 6		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Jan 7 - 13		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Jan 14 - 20		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Jan 21 - 27		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Jan 28 - Feb 3		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

January's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

FEBRUARY 2013

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Feb 4 - 10		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Feb 11 - 17		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Feb 18 - 24		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Feb 25 - Mar 3		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

February's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

MARCH 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Mar 4 - 10		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Mar 11 - 17		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Mar 18 - 24		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Mar 25 - 31		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

March's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

APRIL 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
April 1 - 7		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
April 8 - 14		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
April 15 - 21		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
April 22 - 28		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

April's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

MAY 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
April 29 - May 5		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
May 6 - 12		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
May 13 - 19		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
May 20 - 26		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F	☐ Fail ☐ Pass
May 27 - June 2		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

May's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

JUNE 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
June 3 - 9		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
June 10 - 16		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
June 17 - 23		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
June 24 - 30		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

June's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

JULY 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
July 1 - 7		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
July 8 - 14		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
July 15 - 21		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
July 22 - 28		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

July's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

AUGUST 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
July 29 - Aug 4		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Aug 5 - 11		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Aug 12 - 18		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Aug 19 - 25		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F	☐ Fail ☐ Pass
Aug 26 - Sept 1		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

Augusts' Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

SEPTEMBER 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Sept 2 - 8		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Sept 9 - 15		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Sept 16 - 22		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Sept 23 - 29		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

September's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

OCTOBER 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Sept 30 - Oct 6		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Oct 7 - 13		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Oct 14 - 20		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Oct 21 - 27		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F	☐ Fail ☐ Pass
Oct 28 - Nov 3		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

October's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

NOVEMBER 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Nov 4 - 10		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Nov 11 - 17		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Nov 18 - 24		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Nov 25 - Dec 1		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.	☐ Perc Leak ☐ High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

REPAIR DEADLINE <u>if no parts are needed</u>: **24 hours** after discovery.	**DEADLINES** <u>if parts are needed</u>: a) **ORDER** parts within **2 working days** of discovery; b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

November's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

DECEMBER 2013

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location. ****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.	**TEMPERATURE:** Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Dec 2 - 8		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Dec 9 - 15		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Dec 16 - 22		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass
Dec 23 - 29		☐ Detector ☐ Other	☐ Leak at: ☐ No leaks	°F or °C	☐ Fail ☐ Pass

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December's Perc Purchases

Date	Amount
Total	

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