REQUIREMENTS FOR HEATING TRANSFER STATION MAINTENANCE

1. Maintenance of heating transfer station equipment (pumps, automation, differential pressure regulator, etc.) must be based on the maintenance instructions provided in the technical documentation for the heating transfer station.

2. Carry out a pressure test of the primary side of the heating transfer station at least once every three (3) years with chilled water at a pressure of 1.0 MPa and with a duration of at least 15 minutes. In the case of a heating transfer station with a dependent connection, the conditions for carrying out the pressure test must be coordinated with the heating undertaking. The pressure test must be carried out in the presence of a representative of the heat undertaking.

3. Consumer installations require the following maintenance:

	Maintenance requirement	Density
3.1	Ensure that the heating transfer station room is in order: inspect windows, doors, lighting and remove items that do not belong there. The space of the heating transfer station must be locked.	year-round
3.2	Perform a visual inspection of the heating transfer station, change seals if necessary, tighten the connection points, clean connection points of limestone/stains, clean the insulation of pipes, service and isolating valves, supports, etc.	1 x per year
3.3	Open and close at least once all ball valves (isolating valves) in the room of the heating transfer station. Make sure the ball valves are in the same position afterwards.	as appropriate, at least 1x per year
3.4	Clean the primary and secondary side filters of the heating transfer station. The frequency of cleaning of filters on cold water circuits and domestic hot water circuits depends on the condition of these piping systems.	as appropriate, at least 1x per year
3.5	The frequency of washing heat exchangers depends on the quality and temperature of the water in the secondary side. An increased pressure drop in the heat exchanger or higher return temperature on the primary side may indicate contamination of the heat exchanger.	as required or in accordance with the manufacturer's instructions
3.6	After draining water from the heat exchangers, it is necessary to carry out the aeration of the circulation pumps after filling the exchangers.	as appropriate
3.7	Check the setting pressure in the pre-pressure expansion devices. In case of deviations, restore the required pre-set pressure and, if necessary, identify the causes of the pressure loss.	at least 1x per year or after changing the expansion tank
3.8	Check the operating procedures of the circulating pumps.	at least 1x per year or as required
3.9	Check the operation of the heating transfer station controller, set the parameters if necessary and check compliance with the specified parameters.	at least 1x per year or as required
3.10	Check the operation of the adjuster valves and actuators in both automatic and manual mode. Make sure the valves are closed completely.	at least 1x per year or as required
3.11	Check and, if necessary, adjust the differential pressure regulator.	at least 1x per year or as required

3.13	Check the operating procedures of the air separators (including checking for leaks and whether the valve shuts), change if necessary.	at least 1x per year or as required
3.14	Check the pressure of the heating system, fill the system if necessary.	at least 1x per year or as required
3.15	Check that the pipes are properly supported.	as appropriate

Any non-working equipment must be repaired or replaced immediately

4. In order to reduce the formation of corrosion of the piping system and to reduce the overall costs (the filling water for the system is chargeable), it is recommended to keep the heating system filled with a heat carrier outside of heating season. Depending on the design of the heating transfer station and system, it may be necessary to close the ball valves of the heating system for inlet and return flow. Make sure that the filling line is closed as well.

A well-maintained heating transfer station helps to maintain the efficiency of the heating system, reduces the number of faults and ensures safe and economical heat consumption. The purpose of maintaining and managing the heating transfer station is supported by the presence of remote management of the heating transfer station.