

Routine Maintenance Schedule - Air Conditioning

Split, cassette, high-wall units - Not related to BWoF

Maintenance activity to be undertaken in consultation with product maintenance manual.

Asset detail (make, model, serial number)

Technician

Date of service

/ /

DD/MM/YYYY

This service (select one)

3 month

6 month

9 month

12 month

Checklist

3, 6, 9 monthly - Tick the adjacent box for completed items.

Inspect & clean air filter as per unit maintenance manual.

Check unit heats & cools.

Check unit for noise and vibration (both indoor and outdoor units).

Remove rubbish & dust accumulation from outdoor coil fins.

Check refrigerant pipe connection for signs of leakage.

Check and clean indoor unit condensate tray and drain.

12 monthly - Tick the adjacent box for completed items.

Carry out 3 monthly tasks.

Clean coil and straighten damaged fins on both the indoor and outdoor units.

Check all electrical connections, controls and safety functions.

Check operation of de-ice controls, HP, LP safety controls & compressor contactor.

Check suction & discharge operating pressure.

Comments (remedial/additional work completed, faults, follow-up required etc)