**AIR CONDITIONING MAINTENANCE CHECKLIST**

**SITE:**

**AIR CONDITIONING SYSTEM**

**ENTER OK OR NEEDS ATTENTION (N/A) 1 2 3**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **OK** | **N/A** | **OK** | **N/A** | **OK** | **N/A** |
| **DUCT** | **CHECK CONDENSATION** |  |  |  |  |  |  |
| **DUCT** | **CLEAN R/A GRILLS AND PLENUM BOX** |  |  |  |  |  |  |
| **DUCT** | **CHECK SUPPLY & R/A GRILLS & CLEAN** |  |  |  |  |  |  |
| **DUCT** | **CHECK FOR AIR LEAKS & VIBRATION** |  |  |  |  |  |  |
| **EVAP** | **CLEAN DRIP TRAYS & FLUSH** |  |  |  |  |  |  |
| **EVAP** | **CLEAN R/A FILTERS** |  |  |  |  |  |  |
| **EVAP** | **CHECK PUMPS ON CASSETTE UNITS** |  |  |  |  |  |  |
| **EVAP** | **REPLACE DISPOSABLE FILTERS IF FITTED** |  |  |  |  |  |  |
| **EVAP** | **CHECK COIL FOR DIRT BUILD UP** |  |  |  |  |  |  |
| **EVAP** | **CHECK FAN OP & VIBRATION/BELTS** |  |  |  |  |  |  |
| **COND** | **CHECK FANS** |  |  |  |  |  |  |
| **COND** | **CHECK COMP MOUNTS/VIBRATION** |  |  |  |  |  |  |
| **COND** | **CHECK FOR OIL LEAKS & PIPEWORK** |  |  |  |  |  |  |
| **COND** | **CHECK CONDITION OF CONDENSERS** |  |  |  |  |  |  |
| **COND** |  **CHECK REFRIGERANT CHARGE** |  |  |  |  |  |  |
| **COND** | **CHECK ELEC/TIMERS CONTS & O/LOADS** |  |  |  |  |  |  |
| **COND** | **CHECK WIRING A & TERMINALS** |  |  |  |  |  |  |
| **COND** | **CHECK OPERATION COOL/HEAT** |  |  |  |  |  |  |
| **GENERAL** | **CHECK T/STAT & SETTING** |  |  |  |  |  |  |
| **GENERAL** | **CHECK PIPE & INSULATION** |  |  |  |  |  |  |
| **GENERAL** | **CHECK OPERATION OF EXHAUST FAN** |  |  |  |  |  |  |
| **GENERAL** | **CHECK SIGNS OF WATER LEAKS** |  |  |  |  |  |  |
| **INFO** | **RECORD ALL COMPS SUCTION PRESSURES** |  |  |  |  |  |  |
| **INFO** | **RECORD OUTDOOR AMBIENT TEMP** |  |  |  |  |  |  |
| **INFO** | **RECORD SUPPLY AIR TEMPS** |  |  |  |  |  |  |
| **INFO** | **RECORD MAKE & MODEL OF A/C UNITS** |  |  |  |  |  |  |
| **INFO** | **RECORD TYPE OF SYSTEM** |  |  |  |  |  |  |
|  | **SPLIT DUCTED CASSETTE** |  |  |  |  |  |  |

**COMMENTS**

 **CLIENT SIGNATURE: STORE STAMP**

**TECHNICIAN SIGNATURE**

**DATE:**