**MAINTENANCE REPORT**

**MONTHLY BI-MONTHLY QUARTERLY HALF-YEARLY ANNUAL**

**CLIENT: DATE:**

**SITE:**  **CONTACT:**

 **PHONE:**

**AIR HANDLING UNIT/FAN COIL PUMPS**

CHECK FAN AND MOTOR BEARINGS CHECK MOTOR AND PUMP BEARINGS

INSPECT AND TENSION V/BELTS CHECK AND ADJUST PUMP GLAND

CHECK AND CLEAN CONDENSATE DRAIN AS REQUIRED CHECK AND CLEAN PUMP STRAINER

CLEAN CONDENSATE DRAIN AS REQUIRED CHECK PUMP COUPLING

INSPECT EVAPORATOR COIL

CLEAN WASHABLE FILTERS

RECORD DISPOSABLE FILTER PRESSURE DROP **VARIABLE AIR VOLUME BOXES**

CHECK DAMPER OPERATION CHECK TEMPERATURE CONTROL SETPOINT

OTHER CHECK ACTUATOR OPERATION

 CHECK FAN IF FITTED

**COMPRESSOR/S** CHECK HEATER BANK AND HPT

CHECK OPERATING PRESSURES

CHECK OIL LEVEL AND CRANKCASE HEATER **CONTROL SYSTEM**

TEST SAFETY DEVICES CHECK CALIBRATION

CHECK LIQUID SIGHTGLASS LEVEL CHECK AUTOMATIC OPERATION

LEAK TEST SYSTEM CHECK ACTUATORS

SUPERHEAT SETTING CHECK SPACE TEMPERATURES

OTHER CHECK AMBIENT TEMPERATURES

 OTHER

**CONDENSOR SYSTEM TYPE ELECTRICAL**

CHECK FAN AND MOTOR BEARINGS CHECK TIME CLOCK SETTINGS

INSPECT AND TENSION V/BELTS INSPECT COMPONENTS FOR OVERHEATING

CHECK CONDENSOR COIL CONDITION COMPARE OVERLOAD SETTINGS TO ACTUAL AMPS

CHECK WATER LEVEL AND FLOAT VALVE TIGHTEN TERMINALS AS REQUIRED

CLEAN WATER STRAINER

CHECK SPRAY NOZZLE OPERATION **GENERAL**

CHECK DRIVE NOISE AND GEARBOX CHECK FOR EXCESSIVE VIBRATION

CHECK FAN CYCLING CONTROLS MONITOR SYSTEM NOISE LEVELS

 REPORT ON DAMAGE AND CORROSION

 ENSURE PLANTROOM IS CLEAN

**COMMENTS**

**TECHNICIAN SIGNATURE CLIENT SIGNATURE**

**START FINISH TRAVEL COMPLETE**