



Address: Head Office 38 Ceduna Street, Loganholme, QLD 4129 Phone: 0403 680 981 Email: kim@arma.email Website: www.arma.org.au

AIR CONDITIONING MAINTENANCE CHECKLIST

SITE:

AIR CONDITIONING SYSTEM

ENTER OK OR NEEDS ATTENTION (N/A)

1

2

3

		<u>OK</u>	<u>N/A</u>	<u>OK</u>	<u>N/A</u>	<u>OK</u>	<u>N/A</u>
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:
