

# **MAINTENANCE OF HVAC EQUIPMENT – WINDOW / CONSOLE / SPILT UNITS CHECK SHEET**

Unique Identifier: **TOPAC-001/1**  
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TO BE USED WITH TOPAC-001			
Substation Name		Name of Technician	
Date of Service		Task Number	
Manufacturer		Serial No. Evaporator	
Model Number		Serial No. Condenser	
ITEM	MAINTENANCE INSTRUCTION	CHECKED	FAULTS
1	Remove air <b>filters</b> , clean and re-install correctly and ensure that filter frame and media is fitted properly with no by-pass or obstruction.		
2	Check and correct condensate drain if necessary.		
3	Check condition and operation of return air and control.		
4	Check electrical wiring and component condition and operation.		
5	Check for correct condenser air path and ensure that unit is free from any recirculation.		
6	Check evaporator fan for operation, vibration and noise. Correct if required.		
7	Check compressor for operation, vibration and noise. Correct if required.		
8	Check cooling cycle and heating cycle.		
9	Check for gas leaks, repair and top-up with refrigerant if required.		
10	Check for pipe insulation damage, repair and vapour seal if required.		
11	Check unit and unit casing, clean and position properly if required.		
12	Check return air sensor sensing bulb for position and bracketing.		
13	Clean condenser coil.		
14	Clean evaporator coil.		
15	Clean unit sump and drain pan.		
16	Clean unit casing and components.		
17	Check air grilles and diffusers for condition. Correct and adjust if required.		
<b>COMMENTS:</b>			
<b>DONE BY:</b>			
Name (Print)	Signature	Date	
<b>VERIFIED BY:</b>			
Name (Print)	Signature	Date	

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