TO BE USED WITH TOPAC-004		**Task No:**	
Site Name		**AKZ / KKS No.**	
Plant		**Make / Model**	

1.	**Maintenance Check List**	**Checked**
1.1	Inspect A/C plant for gas leaks and report results.	
1.2	Repair minor gas leaks as required (e.g. valve packing, flare nuts).	
1.3	Check pulleys and sheaves for wear and alignment. Check belts for wear, cracks and glazing.	
1.4	Clean Evap. & condenser coils, blower wheel and condensate pan.	
1.6	Verify and clean return air filters.	
1.7	Verify proper operation of the condensate drain.	
1.8	Lubricate the fan bearings as required.	
1.9	Clean & blow out electrical control panel and cabinet.	
1.10	Inspect wiring and connections for tightness and signs of overheating and discoloration. Check contactors for free operation.	
1.11	Check 4-way valve operation on heating and cooling cycle.	
1.12	Check operation of Phase failure relay (PFR) – control circuit.	
1.13	Inspect dampers condition and operation and note position.	
1.14	Verify the operation of the electrical interlocks.	
1.15	Inspect duct including flexible duct and diffusers.	
1.16	Check airflow switch. **CAUTION!** If no airflow, Compressor circuits should not be energized.	
2	**Operating Inspection and Checks**	
2.1	Check the general condition of the unit. For Coastal areas, rust treat unit with clear Textile & Rust Tech 506.	
2.2	Verify Operation: Compressor, motor, starter & control circuit.	
2.3	Fan V-Belts of the same size and type. Belt tension checked and acceptable.	
3.	**Comments – Maintenance Check List**	

4. Operating Parameters

					Actual	Controller Set Point	
GENERAL	Evaporator	Room Temperature		Unit		-	-
		On Coil	Dry Bulb	°C		-	-
			Wet Bulb	°C		-	-
		Off Coil	Dry Bulb	°C		-	-
			Wet Bulb	°C		-	-

					System 1		System 2		System 3	
SYSTEM	Pressure	Suction Pressure		bar						
		Discharge Pressure		bar						
		Liquid Pressure		bar						
		Pressure Differential		bar	Before	After	Before	After	Before	After
	Temperature	Suction Temperature		°C						
		Discharge Temperature		°C						
		Liquid Temperature		°C						
	HSS	Suction Superheat		°C						
		Discharge Superheat		°C						
		Sub Cooling		°C						
	Condenser	On Coil	Dry Bulb	°C						
			Wet bulb	°C						
		Off Coil	Dry bulb	°C						
			Wet Bulb	°C						
ELECTRICAL	Amperage	Blower Fan		A						
		Compressor		A	System1		System 2		System 3	
		Condenser Fan		A	1	2	1	2	1	2
	Voltage	L1 - L2		V						
		L1 – L3		V						
		L2 – L3		V						

5. Winding Insulation Test

Blower Motor		Compressor1		Compressor 2		Compressor 3	
L1 _____	MΩ	L1 _____	MΩ	L1 _____	MΩ	L1 _____	MΩ
L2 _____	MΩ	L2 _____	MΩ	L2 _____	MΩ	L2 _____	MΩ
L3 _____	MΩ	L3 _____	MΩ	L3 _____	MΩ	L3 _____	MΩ

6. Name Plate Data

(Information must be completed accurately and include all technical details)

6.1 Unit Details

	Model	Serial No
Indoor Packaged Unit	_____	_____
Outdoor Unit (Remote Condenser)	_____	_____

6.2 Blower Motor

Model _____ Serial No. _____ Manufacturer _____

Volts _____ Phase _____ Hz _____ FLA _____ LRA _____ RPM _____

RPM _____ kW/HP _____ Type _____

6.3 Compressor

	Compressor 1	Compressor 2	Compressor 3
Model	_____	_____	_____
Serial No	_____	_____	_____
V/PH/HZ	___/___/___	___/___/___	___/___/___
FLA/LRA	_____/_____	_____/_____	_____/_____

6.4 Condenser Fans (Air Cooled & Remote Condenser)

	Model	Serial No.	Specifications	
1.	_____	_____	Volt	_____
2.	_____	_____	Phase	_____
3.	_____	_____	HZ	_____
4.	_____	_____	FLA	_____
5.	_____	_____	LRA	_____
6.	_____	_____	HP/kW	_____

6.5 Blower Section

Blower Type _____ Size _____ Fan Belt Type _____

Blower Pulley Type _____ Size _____ Fan Belt Size _____

Motor Pulley Type _____ Size _____ Quantity _____

6.6 Coil Section

Coil Material ☐ Aluminum ☐ Copper ☐ Hydrophilic

Coil Arrangement FPI _____ Length _____ Height _____ Rows _____

Filter Type _____ Filter size 1. _____ mm X _____ mm No. of Filters _____

2. _____ mm X _____ mm No. of Filters _____

3. _____ mm X _____ mm No. of Filters _____

7. Electrical Contactors

	Make / Type	Rating	Quantity	Type of Starters
Blower Fan				DOL ☐ SD/AT ☐
Comp 1				DOL ☐ SD/AT ☐
Comp 2				DOL ☐ SD/AT ☐
Comp 3				DOL ☐ SD/AT ☐
Cond. Fan 1				
Cond. Fan 2				
Cond. Fan 3				
Cond. Fan 4				
Cond. Fan 5				
Cond. Fan 6				

8.	General Comments

MAINTENANCE CARRIED OUT BY:		
Name (Print)	Signature	Date
VERIFIED BY:		
Name (Print)	Signature	Date