

## Maintenance Frequency Checklist

Regular servicing of equipment by a qualified technician is recommended every 12 months for residential applications and every quarter for commercial applications. Regular servicing of your unit helps in maintaining its optimum performance and reliability. **The following checklist and service periods are provided as a guide only, as some sites may require more frequent servicing.**

ELECTRICAL										
Parts	Service Period								Detail of Service Check	Service Methods
	1 Mth	3 Mth	6 Mth	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs		
Printed Circuit Boards				✓					Visual Inspection	Tighten Terminals as necessary on printed circuit boards
Electrical Connections				✓					Check all electrical terminals, mains, communications, etc	Re-tighten if loose.

OUTDOOR UNIT										
Parts	Service Period								Detail of Service Check	Service Methods
	1 Mth	3 Mth	6 Mth	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs		
Casing / Panels and Frames				✓					Visual check for damage, rust and dust accumulation.	For highly corrosive environment, wash panels quarterly with water and neutral detergent solution. Wax panels. Repair / re-paint where required.
Insulation				✓					Visual check for insulation conditions.	Repair / replace insulation material.
Fan				✓					Visual check for run out of balance and dust attached	Clean off dust as necessary to negate possibility of fan running out of balance
Motor				✓ Ω					Visual check on wiring. Insulation resistance check to be carried out annually	Measure insulation resistance. Should be more than 1MΩ
Heat Exchanger				✓					Check for clogging by dust. Check for leaks / damage.	Clean air inlet side as necessary. Straighten any bent fins using fins comb.
Condensate Drain Line (if available)				✓					Check for obstructions and free flow of water	Clean to eliminate obstructions/ sludge and check condition of drain line. Pour water to ensure free flow.
Compressor				✓ Ω					Check for high / low pressure. Measure insulation resistance. Check compressor for abnormal noise/vibrations	Measure insulation resistance. Should be more than 1MΩ.
Refrigeration Operational Readings				✓					Make note of operational reading in test cool/heat	Check operating pressures, record superheat and subcooling values

<b>Safety Devices</b>				✓					Check calibration of safety devices such as HP and LP controls, sensors, etc	Check resistance of sensors, pressure cut in / cut out of pressure controls
<b>Faults</b>				✓					Check for any previous fault history on unit.	Investigate any causes for previous faults, reset fault history.

\* Service period for filter cleaning may vary depending on operating time and surrounding environment