

## 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.

INDOOR 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. Reading 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.
Drain Pan/ Condensation line				✓					Check for obstructions and free flow of water	Clean to eliminate obstructions/sludge and check condition of pan. Pour water to ensure flow
Filter*		✓							Check for clogging by dust.	Clean Filter
Temperature Readings				✓					Measure air on and air off	Place temperature probe in return and supply air of unit.
Damper Motors (if fitted)				✓					Visual inspection of motors open/closing. Ensure no obstructions	Drive motors opened and closed. Ensure correct operation

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