



DATE:

JOB #:

CUSTOMER:

## AMPLE AIR 40 POINT ROUTINE MAINTENANCE REPORT CHECK LIST

*Before commencing Technician is to Fit boot covers,  
Protect Walls, Floors & Furniture where required*

### OUTDOOR UNIT

- CHECK GENERAL APPEARANCE AND CONDITION OF CASING, INTERNALS ETC.
- CLEAN CASING EXTERIOR
- CLEAN SURROUNDING AREA
- CHECK OPERATION OF COMPRESSOR/S.
- CHECK REFRIGERANT CHARGE AND OPERATING PRESSURES.
- CHECK AND LUBRICATE (IF ABLE) CONDENSOR FAN MOTORS.
- CONFIRM COMPRESSOR SUMP HEATER OPERATING.
- CHECK REVERSING VALVE OPERATION.
- CHECK NOISE LEVELS.
- CLEAN CONDENSOR COIL WITH **COIL CLEAN SOLUTION**
- CHECK AND TIGHTEN ELECTRICAL.
- CHECK RUBBER MOUNTINGS/BRACKETS

### INDOOR FAN-COIL UNIT

- GENERAL OPERATION OF UNIT.
- CHECK AND ADJUST 'V' BELT. (IF FITTED)
- CHECK FOR UNDUE VIBRATION FROM FAN.
- CHECK FAN BALANCE.
- CHECK FAN BLOWER MOUNTINGS.
- CHECK FAN MOTOR MOUNTINGS.
- CLEAN CONDENSATE PAN OF RESIDUE.
- INSPECT CONDENSATE PAN FOR CRACKS OR DAMAGE.
- INSPECT AND CLEAN CONDENSATE DRAIN LINE WITH **DRAIN SOLUTION.**
- INSPECT DRAIN/S FOR CRACKS OR DAMAGE.
- CHECK EXTERNAL SUSPENSION MOUNTS ARE SECURE.
- CHECK AND TIGHTEN ELECTRICAL.

See over



FOUNDATION MEMBER



### DUCTWORK

- CHECK SHEETMETAL CONNECTIONS, JOINTS & FITTINGS.
- CHECK FLEXIBLE DUCTING IS SEALED AND TAPED SECURELY.
- CHECK MANUAL DAMPERS ARE SECURE AND FITTED CORRECTLY (IF APPLICABLE)
- CHECK MOTORISED DAMPER UNITS ARE SECURE, LUBRICATED AND OPERATING.
- EXTERNAL DUCTING IS FREE FROM CORROSION.

### FILTERS

- CHECK, REMOVE AND CLEAN FILTERS.
- REPLACE FILTER MEDIA** (IF REQUIRED)
- CHECK FRAMES ARE INTACT.
- REPORT IF DISPOSABLE FILTERS REQUIRE REPLACEMENT/UPGRADING.

### CONTROLS

- CHECK GENERAL CONDITION.
- CHECK SETTINGS ARE CORRECT.
- CHECK CALIBRATION.
- CHECK OPERATION.
- CHECK CORRECT TIME SET (DAYLIGHT SAVINGS).
- CHECK EFFICIENT YET CONVENIENT PROGRAM IS SET (IF APPLICABLE)
- ENSURE CUSTOMER UNDERSTANDS CORRECT, EFFICIENT OPERATION OF SYSTEM.

**SERVICE COMPLETED BY:**

**NEXT MAINTENANCE DUE:**

ALL ITEMS TO BE CHECKED WHERE APPLICABLE AND IN ACCORDANCE WITH ALL STATUTORY REGULATING BODIES.

SAFETY IS OF IMPORTANCE – REPORT WHEN ON SITE ANY ITEMS OR SITUATIONS, WHICH PRESENT DANGER TO BOTH TECHNICAL STAFF AND THE GENERAL PUBLIC.