

Indoor Unit Maintenance Sheet

Complete one form per unit

The Renewable Solutions Provider Making a World of Difference

Additional Notes And Tasks Carried Out

Contractor Name:		Site Name:	Site Name:	
Engineers Name:	Site No:		Date of Visit:	
Outdoor Unit Details				
Model No:	Serial No:		Area Served	
HBC Unit Details				
Model No:	Serial No:		Area Served	
Indoor Unit 1				
Tasks		Frequency	Tick box or record reading	
Clean air handling unit filters		Every Visit		
Check evaporator coil for dirt and clean as necessary		Every Visit		
Check drip tray for dirt and debris and test condensate pump for correct operation (if fitted)		Every Visit		
Check fan motor and blade visual inspection		Every Visit		
Check air on coil temperature in cooling		Every Visit		
Check air off coil temperature in cooling		Every Visit		
Check air on coil temperature in heating		Every Visit		
Check air off coil temperature in heating		Every Visit		
Check controls operation		Every Visit		
Check the water quality adheres to the BSRIA Guidance (by competent person)		Every Visit		



Air Conditioning | Heating Ventilation | Controls

Frequency of Visits:
Every Visit – Minimum of 4 visits per year
Mitsubishi Electric recommends that the frequency of maintenance visits be no less
than four per appum

Frequency of maintenance may increase dependent upon the equipment's environment.

Failure to maintain the system to above the minimum recommendations could result in the warranty becoming null and void.

Monitor system, save and record all data.