

Contractor 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	

Additional Notes And Tasks Carried Out
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