

Contractor Name:		Site Name:		Date of Visit:	
Engineer Name		Site Address:			

Outdoor Details	Model Number	Serial Number	Unit Location			
Indoor Units	Indoor Unit 1	Indoor Unit 2	Indoor Unit 3	Indoor Unit 4		
Area Served						
Model Number						
Serial Number						
Maintenance Tasks - Indoor Unit						
Tasks	Frequency	Indoor 1	Indoor 2	Indoor 3	Indoor 4	
Clean unit filters	Every Visit					
Check evaporator coil for dirt and clean as necessary	Annually					
Check drip tray for dirt and debris and check condensate pump for correct	Annually					
Check fan motor running current	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					
Maintenance Tasks - Remote Controller						
Tasks	Frequency	Indoor 1	Indoor 2	Indoor 3	Indoor 4	
Cooling Mode	Every Visit					
Heating Mode	Every Visit					
Fan Only	Every Visit					
Auto Mode	Every Visit					
Louvre Swing (if applicable)	Every Visit					
Maintenance Tasks - Outdoor Unit				Additional Notes and/or Tasks Carried out and/or Required		
Tasks	Frequency	Tick or record reading				
Inspect and clean heat exchanger	Every Visit					
Check for refrigerant leaks	Every Visit					
Check integrity of pipework and lagging	Every Visit					
Check all electrical connections including mains isolator	Every Visit					
Check unit operation voltage and record	Every Visit					
Check unit operation current and record	Every Visit					
Check compressor running current	Every Visit					
Check discharge temperature and record	Every Visit					
Check suction temperature and record	Every Visit					



Air Conditioning | Heating
Ventilation | Controls

Frequency of Visits: Min of 2 visits per year
Mitsubishi Electric recommends that the frequency of maintenance visits be no less than two per annum.
Frequency of maintenance may increase dependent upon the equipment's environment.
Failure to maintain the system to the above minimum recommendations could result in the warranty becoming null and void.

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