

Contractor Name:		Site Name:	
Engineers Name:	Site No:	Date of Visit:	

Outdoor Unit Details				
Model No:	Serial No:	Compressor Run Hours:		Area Served:
		No:1	No:2	
		No:1	No:2	

Indoor Units		
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	Every Visit	
Check fan motor running current	Every Visit	
Check and replace fan motor belt if required	Every Visit	
Check and visually inspect fan pulleys and alignment	Every Visit	
Check air on coil temperature in cooling	Every Visit	
Check air off coil temperature in cooling	Every Visit	
Check controls operation	Every Visit	

Please see next page



Frequency of Visits:  
 Every visit - Minimum of 4 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.  
 Monitor system, save and record all data.

Outdoor Unit					
Tasks	Frequency	Tick box or record reading			
Inspect and clean heat exchanger	Every Visit				
Check for visible signs refrigerant leaks	Every Visit				
Check integrity of pipework and lagging	Every Visit				
Check all electrical connections including Mains Isolator and tighten as necessary	Every Visit				
Check unit operation voltage and record	Every Visit	L1 to N:	L2 to N:	L3 to N:	N to Earth:
Check unit operation current and record	Every Visit				
Check compressor run hours and record* (All compressors)	Every Visit				
Check high side temperature and record* (All compressors)	Every Visit				
Check suction temperature and record*	Every Visit				
Check discharge pressure and record* (All compressors)	Every Visit				
Check low side temperature and record*	Every Visit				
Check discharge pressure and record* (All compressors)	Every Visit				
Check operation of crankcase heater (All compressors)	Every Visit				
WY Additional Tasks	Frequency	Tick box or record reading			
Check integrity of pipework and lagging (refrigerant and water systems)	Every Visit				
Check water flow temperature and record	Every Visit				
Check water return temperature and record	Every Visit				
Check and clean water system strainers	Every Visit				
Check flow switch operation and record	Every Visit				

\*Obtained by the use of Dipswitch SW1

Additional Notes And Tasks Carried Out



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