

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

System Details				Design Details			
Model No:	Serial No:	Application:	Total Capacity:	Flow Rate	Flow Temperature	Return Temperature	Outdoor Temperature

Maintenance Tasks			
Tasks	Frequency	Tick box or record reading	
Inspect and Clean Air Heat Exchanger	Every Visit		
Check for Visible Signs Refrigerant Leaks	Every Visit		
Check and Clean Fan Blade	Every Visit		
Record and Clear Fault History	Every Visit		
Check and Record Flow Switch Operation	Every Visit	Chiller Stop Start	Stop Start
Check Isolator(s) and Electrical Terminals	Every Visit		
Check Controller Settings	Every Visit		
Clean Strainer(s)	Every Visit		
Check Flow Rate before and after above (Where Possible)	Every Visit	Before Strainer Cleaned	After Strainer Cleaned
Check LEV Operation	Every Visit		
Check Compressor AV Mounts and Record Condition	Every Visit		
Check Integrity of Pipework and Insulation (Chiller only)	Every Visit		

Readings			
Compressor Run Hours	Every Visit	No. 1	No. 2
Compressor Starts/Stops	Every Visit	No. 1	No. 2
Suction Pipe Temperature	Every Visit	No. 1	No. 2
Discharge Pipe Temperature	Every Visit	No. 1	No. 2
Superheat	Every Visit	No. 1	No. 2
Evaporating Pressure	Every Visit	No. 1	No. 2
Liquid Sub Cooling	Every Visit	No. 1	No. 2
Liquid Line Temperature	Every Visit	No. 1	No. 2
Condensing Temperature	Every Visit	No. 1	No. 2
Voltage	Every Visit	L1 to N:	L2 to N: L3 to N: N to Earth:
Running Current (at time of maintenance)	Every Visit	Phase L1:	Phase L2: Phase L3:
Antifreeze Concentration	Every Visit		
Water Quality (Calcium Carbonate ppm)	Every Visit		



Air Conditioning | Heating
Ventilation | Controls

Frequency of Visits:
Every Visit – Minimum 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 above the minimum recommendations could result in the warranty becoming null and void.

Monitor system, save and record all data.

Additional Notes And Tasks Carried Out