

**MAINTENANCE CHECKSHEET**

Optrix Apartments

**Air Conditioning**

CHECK	DESCRIPTION	VALUE	CONFIRM
1	Isolate Air Conditioner		
2	Confirm Isolation		
3	Check and clean all air filters		
4	Visual inspection and clean condenser coils if required		
5	Check and clean drain pan.		
6	Visually inspect all coils and connections for refrigerant leaks.		
7	Visual inspection of interior unit for possible contamination and mould		
8	Clean and sanitize evaporator coil [in situ] to prevent mould and mildew		
9	Check all belts and pulleys		
10	Check safety controls.		
11	Lubricate motor and blower bearings		
12	Benchmark motor amperages to compare to future visits.		
13	Refit all guards		
14	Deisolate Air Conditoner		
15	Benchmark motor power use to compare to future visits.		
16	Check refrigerant flow control device.		
17	Test and monitor refrigerant pressure.		
18	Check operating temperatures, and temperature drop across coils.		
19			
20			