

This is an example of good practice maintenance specifications. It is not exhaustive and should only be used to assist with facilities management or specification of a maintenance contract.

AIR CONDITIONING PLANT MAINTENANCE

- Check history of the air conditioning units since last maintenance visit
- Check for correct operation of all component parts
- Visually inspect and check the (making specific reference, but not confined to) following:
 - Fan and motor bearings.
 - Fan belts for wear.
 - Operation and setting of:
 - Thermostatic expansion valves.
 - Liquid line solenoid valves.
 - High pressure safety switch.
 - Low pressure safety switch.
 - Oil pressure switch.
 - Pressure regulating valve.
 - In built control panel.
 - Cooling tower heater and thermostat.
 - Humidifiers.
 - Gas pressures and for leaks.
 - Compressor oil level and pressure.
 - Crankcase heaters.
 - Expansion valve phial contact.
 - Drain pipe and trap are clear.
 - Control box.
 - Humidifier cylinders.
 - General condition.
 - Any other item recommended by manufacturer.
- Clean to remove any build up of dust or dirt:
 - Air cooler condenser coils and coil fins.
 - Condenser fan blades and air handling impellers.
 - Condenser and air handling unit casings.
 - Compressor compartment.
 - Evaporator coils.
 - Drip tray.
 - Air filters.
 - Control panel.
 - Limit switches.
 - Any other item recommended by manufacturer.
- Lubricate:
 - Fan and motor bearings.
 - Other moving parts as necessary.
 - Any other item recommended by manufacturer.

SIX MONTHLY MAINTENANCE

- Carry out minor & routine maintenance as necessary, including:
 - Adjust and align fan belts.
 - Cleaning or replacing air filters as required
 - Setting adjustments.
 - All maintenance shall be carried out in accordance with the manufacturer's requirements and relevant legislation by a competent and qualified engineer.

CERTIFICATION AND REPORTING

- Upon completion of the inspection and testing, provide a report, which shall include:
 - Details of the client.
 - Extent and limits of the inspection.
 - A schedule of results for tests and inspections previously listed.
 - Observations and recommendations for actions to be taken with regards to any damage, deterioration, defects, dangerous conditions and non-compliance with the requirements of the Regulations which may give rise to danger.
 - Details of the inspection and test company.
 - A signed declaration by the operative carrying out the testing, inspection and assessment.