[GoldenRule]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | | | **[CompanyName]**  **[CompanyAddress1]**  **[CompanyAddress2]**  **[CompanyPostcode]**  **Tel No.**  **[CompanyTelephoneNumber]** | |  | | **Ecodan Maintenance Sheet** | **Date of visit: [VisitDate]** |

|  |  |
| --- | --- |
|  | |
| **ENGINEER NAME** | **[Engineer]** |
| **DHW CYLINDER MANUFACTUER** | **[DHWCYL]** |
| **MODEL NUMBER** | **[DHWMOD]** |
| **SERIAL NUMBER** | **[DHWSERIAL]** |

|  |  |
| --- | --- |
|  | |
| **Name** | [JobSiteName] |
| **Address** | [JobAddress1] |
| [JobAddress2] |
| [JobAddress3] |
| [JobPostCode] |

**working with**

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| --- | --- | --- | --- | --- | --- |
| **MAINTENANCE TASKS – UNVENTED CYLINDER\* AND HEATING SYSTEM** | | | | | |
| **MECHANICAL TASKS** | | **FREQUENCY** | **RECORDINGS/NOTES** | | |
| **With the water supply turned off, remove the screen from the strainer in the combination inlet valve and clean off any dirt** | | **Major Visit** | [a] | | |
| **With the water supply turned off and the hot water taps open, check the expansion vessel charge pressure and top up as necessary** | | **Major Visit** | [b] | | |
| **With the water supply turned on, open the temperature relief valve and then the expansion vessel to check unrestricted discharge into tundish. Check valves for freedom of movement and confirm that the water stops and both valves reseat correctly. Check at a full bore discharge from either valve that there is no back up or discharge over the tundish.** | | **Major Visit** | [c] | | |
| **Check that the correct outlet pressure is being maintained by the pressure reducing valve by recording the pressure at the terminal fitting or the tapping provided on the combination inlet valve.** | | **Major Visit** | [d] | | |
| **Clean flow regulators (or restrictor/aerators) on each terminal fitting tap/shower as applicable. Check for correct flow rate at terminal fittings.** | | **Major Visit** | [e] | | |
| **If necessary descale the heat exchangers immersion/heaters in hard water areas.** | | **Major Visit** | [f] | | |
| **Check and clean the Boiler Buddy.** | | **Major Visit** | [g] | | |
| **Open the primary/heating system safety valve and check that it discharges safely.** | | **Major Visit** | [h] | | |
| **Drop the primary/heating system pressure to Zero – check and if necessary top up the air side of the expansion vessel (1.5bar)** | | **Major Visit** | [i] | | |
| **Check and if necessary top up the concentration of the heating system inhibitor (Alphi II – 25% minimum)** | | **Major Visit** | [j] | | |
| **Re-establish the primary/heating system pressure (1.5bar) and disconnect the filling loop.** | | **Major Visit** | [k] | | |
| **Check the primary/heating system pressure does not rise above 2.5 bar and the safety valve does not drip when the system is at full temperature** | | **Major Visit** | [l] | | |
| **Check and release any air from the primary/heating systems.** | | **Major Visit** | [m] | | |
| **ELECTRICAL TASKS** | | **FREQUENCY** | **RECORDINGS/NOTES** | | |
| **Visually Inspect, checking for the presence of supplementary bonding and that it is being maintained** | | **Major Visit** | [n] | | |
| **Check correct rating and type of fuse is fitted on the electrical supply of all electrical component.** | | **Major Visit** | [o] | | |
| **MAINTENANCE TASKS – HEATING CONTROLS** | | | | | |
| **TASKS** | | **FREQUENCY** | **RECORDINGS/NOTES** | | |
| **Check for the correct operation and temperature setting of the thermostats fitted** | | **Major Visit** | [p] | | |
| **Check the operation of the motorised valves if fitted** | | **Major Visit** | [q] | | |
| **MAINTENANCE TASKS – MITSUBISHI OUTDOOR UNIT** | **MODEL No.** | **[r]** | | **SERIAL No.** | **[s]** |
| **TASKS** | | **FREQUENCY** | **RECORDINGS/NOTES** | | |
| **Inspect and clean heat exchanger\*\*** | | **Major Visit** | [t] | | |
| **Visually inspect for signs of oil leaks which may indicate a refrigerant leak (check for leaks if necessary)** | | **Major Visit** | [u] | | |
| **Check integrity of water pipe work and lagging.** | | **Major Visit** | [v] | | |
| **Check all electrical connections including mains isolator** | | **Major Visit** | [w] | | |
| **Check unit operation voltage and record compressor running current** | | **Major Visit** | [x] | | |

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| **Frequency of Visits:** |  | |
| Major Visit – Once per year |  | |
| Mitsubishi Electrical recommends that the frequency of maintenance visits be a maximum of 12 months between inspections |  | \*if no DHW cylinder is vented please disregard the first 5 points |
| Frequency of maintenance may increase dependent upon the equipment’s environment and local water conditions eg water hard, scale forming water contains high proportion of solids |  | \*\* use a standard clean dry paint brush to remove small particular matter to ensure clean heat exchanger |
| Failure to maintain the system to the above minimum recommendations could result in the warranty becoming null and void. |  | **ON COMPLETION CHECK THAT THE WHOLE SYSTEM IS WORKING SATISFACTORY** |

**[Job]**

SERVICING REPORT FOR SOLAR THERMAL SYSTEMS [LOGO]

|  |  |  |
| --- | --- | --- |
|  |  | |
| **SITE DETAILS:** |  | |
| Name | [a1] | |
| Address | [b1] | |
| Post Code | [c1] | |
| **SERVICE ENGINEER DETAILS:** |  | |
| Engineer name | [f1] | |
| Date | [g1] | |
|  |  | |
| **SYSTEM DETAILS:** |  | |
| Manufacturer Name | [h1] | |
| Model | [j1] | |
|  |  | |
| **SYSTEM CHECKS:** | **CHECKED** | |
|  |  | |
| Solar Collector (visual check) | [k1] | **RESULTS/COMMENTS** |
| Pump station | [l1] |  |
| System Pressure | [m1] | [q1] |
| Glycol level | [n1] | [r1] |
| Solar Loop pipework Water/Air tight | [o1] | [s1] |
| Controls/settings | [p1] | [t1] |
|  |  |  |
|  |  |  |