

M4 Air Conditioning Checklist	Maintenance Task	Maintenance Frequency			
		Daily	Weekly	Monthly	Annually
Air Conditioning, Water Cooler & Refrigeration	Check whole unit for proper functionality, unusual noise, and leaks.		X		
Overall Visual Inspection	Complete overall visual inspection to be sure the air conditioning equipment is operating and safety systems are in place		X		
Control	Check operation of controls and thermostat and safety devices.			X	
Check Lubrication	Check compressor oil level as per the manufacturer's recommendation.			X	
Check Packing	Check packing for wear & repack as necessary. Consider replacing packing with mechanical seals			X	
Coolant Level	Visual checks for refrigerant leaks top up as required.			6	
Visual Inspection	Visual checks for debris on intake side of condenser coils. Visual check electric wiring and insulation for damage.			6	
Filters & fans	Clean air filters, fan blades & coil and blow out dust from control panel & compressor compartment.			6	
Check Bearings	Inspection bearings and drive belt for wear. Adjust, repair or replace as necessary				X
System	Clean and adjust condenser for blades, check and clean condensate drain hole, drain line, and remove debris. Check for gas leaks, recharge if necessary.				X
Motor Condition	Check voltages, current, pressures and temperatures and earthing.				X
Paintwork & Protective finishes	Check surfaces for corrosion and chipping, clean and repaint.				X
Air Blowers and Ventilation Fans	Remove cover from fan and blow clean and Grease fan / replace if required.			6	
	Check, temperature and noise.			6	

M5 Miscellaneous Mechanical Checklist	Maintenance Task	Maintenance Frequency			
		Daily	Weekly	Monthly	Annually
Lifting Equipment	Check gantries are parked correctly and lifting apparatus is stored safely, and check Davit Cranes located at the outfall pumping stations.		X		
Surge Tanks	Check the general components of the surge tank, the coating, the pressure relief valve (PRV) (PRV to be changed as per manufacturer recommendations)			X	