

MAINTENANCE CHECKLIST

Maintenance Servicing Check-list for **Air Conditioning System**

1. To visual check the air-con system running condition before perform servicing.
2. To record down the running Amp at the control panel.
3. Shut down the air-con system.
4. Perform the maintenance checking as per check list.
5. Pre-start up the unit and checked there is any abnormal sound.
6. Record down the running Amp. Ensure not exceeding before servicing reading and shut down the unit.
7. To start up the air-con system with client or witness and endorse on the service checklist.

Maintenance Servicing Check-list for Mechanical Ventilation System

1. To visual check the ventilation unit running condition before perform servicing.
2. Record down the running Amp of the unit.
3. Visual Check of any abnormal sound from the ventilation fan.
4. Shut down the unit and begin maintenance checking according attached checklist.
5. Pre-start the unit and visual check any abnormal sound.
6. Record down the running Amp. Ensure not exceeding before servicing reading and shut down the unit.
7. To start up the ventilation unit with client or witness and endorse on the service checklist