

ROUTINE MAINTENANCE REQUIREMENTS

CHECK POINTS	FREQUENCY
Mechanical Ventilation System:	
1. Check fan airflow	Monthly
2. Check functioning of fans	Monthly
3. Check all electrical connection	Monthly
4. Check, clean contacts and tighten connections of electrical connection.	Monthly
5. Check & replace (if necessary) all indicator lamps	Monthly
Air Conditioning System:	
1. Clean and wash air-conditioner outer cover panel, Filter, water tray and fan blower with water.	Monthly
2. Wipe dry the dismantled components and assemble back to original position.	Monthly
3. Vacuum drain pipe thoroughly	Monthly
4. Check for refrigerant leakage and top up gas	Monthly
5. Check and inspect condenser fin	Monthly
6. Check condenser unit for deterioration parts	Monthly
7. Check operating temperature, running ampere And operation pressure	Monthly
8. Checking of the electrical components	Monthly
9. Check fan and bearing	Monthly