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Maintenance Report Sheet

Customer Name/Address:

Date:

Job Number:

Unit Serviced:

Make:

Model:

Serial No:

Condensing Unit

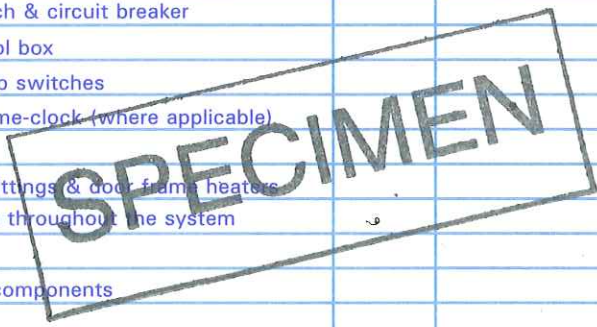
Check operating temperature		
Check refrigerant level, compressor oil level & sight glass		
Check liquid line filter drier		
Clean condenser coil block with chemical or nitrogen as required		
Check condenser fan motor & fusible plug		
Check integrity of housings and vibration mounts (where applicable)		
Clear rubbish from plant room		

Evaporator

Check condition of evaporator coil fins & clean as necessary		
Check operation and condition of fan motor(s) and blades		
Check support bolts for wear & corrosion		
Check all removable panels are secured		
Check drain pan fitting for water leaks and operation of drain-line heater		
Check operation of defrost heater elements on defrost cycle		

Electrical

Check operation of main supply on/off switch & circuit breaker		
Check all terminal connections within control box		
Check operation of all relays and thermal trip switches		
Check/calibrate microprocessor controller/time-clock (where applicable)		
Check all panel indicator/warning lights		
Check operation of all light switches, light fittings & door frame heaters		
Test supply voltage for all earth connections throughout the system		
Test supply for any variation or fluctuation		
Carry out insulation test on all cabling and components		
Carry out earth loop continuity test		
Check current reading of all motors and heaters		
Check operating of pressure relief valve (where applicable)		



Hardware

Check condition of door, furniture & gaskets (inc. sweeper)		
Check operation of door internal safety release (where applicable)		
Check integrity of panels, joints, floor matting and cabinet shell		
Clean condition of shelving & strip curtain		

Ice Machines (in addition to above)

Chemically clean and sanitise system		
Check water pump, water cycle and dump valve		
Check water filter (where applicable)		
Check evaporator and ice bin drain off ports		
Check cycle time and condition of ice		
Check general condition & assess health & safety risks		

Air Conditioning (in addition to above)

Check, clean all filters		
Clean all air diffusers/return grills		
Check operation of motorised valves/louvres		
Check and calibrate thermostat settings		
Check operation of condensate pump (if applicable)		

General Comments:

Engineers Signature