

A/C MAINTENANCE CHECKLIST - INDOOR UNITS

Client:

Report no:

ACSR

Site address:

Job no:

Date:

Additional reports

list the reports numbers

System information

Maintenance task	Task completed				Suggested APG product	Product used
	Unit 1	Unit 2	Unit 3	Unit 4		
Erect barriers and safety systems						
Ensure the system is fully isolated and electrically safe						
Carry out a full visual inspection						
Remove and clean evaporator filters						
Leak test evaporator coil					JAVAC Tek Mate JAVAC D-Tek Select	
Inspect and clean the drain line and evaporator tray					DrainKleen OneShot AdvancedGel DU	
Inspect and clean condensate pump					DrainKleen OneShot AdvancedGel DU	
Brush/vacuum any dust on the coil						
Apply Advanced evaporator coil cleaning chemicals to remove dirt					RTU ECD, CondenCide, EasyCare, AdvancedGel ECD, VerteX, EnviroCoil, AdvancedGel UC, EasyClean	
Rinse the coil cleaner off with fresh water					HydroSprayer or HydroSprayer Elite	
Protect the drain from future microbial growth					StayClean Tablets, StayClean Strips	
Straighten fins using fin comb					JAVAC Fin Comb (EL70925)	
Clean unit fascia					EasyFinish	
Clean evaporator fan					EasyFinish	
Apply odour eliminator					OdourGuard, SmellyJelly, EasyFresh	
Complete final leak test and unit functionality tests						

Unit No.	Make	Model	Serial No.
1			
2			
3			
4			

Standard Information

Risk Assessment Completed

Yes No

Job Complete

Yes No

Logbook completed

Yes No

Start

Arrive

Leave

Engineer Signature

Engineer Name

Contractor Details

Product used

Product name	Description

Clients signature

Print

Position

A/C MAINTENANCE CHECKLIST - OUTDOOR UNITS

Client:

Report no:

ACSR

Site address:

Job no:

Date:

Additional reports

list the reports numbers

System information

Maintenance task	Task completed				Suggested APG product	Product used
	Unit 1	Unit 2	Unit 3	Unit 4		
Erect barriers and safety systems						
Ensure the system is fully isolated and electrically safe						
Carry out a full visual inspection						
Remove Condenser casing for access						
Leak test condenser coil					JAVAC Tek Mate JAVAC D-Tek Select	
Brush/vacuum any dust on the coil						
Apply Advanced condenser coil cleaning chemicals to remove dirt					EasyClean, VerteX, EnviroCoil, RTU CC, SuperClean, GreaseGobbler, HydroFoam 2.0, EasyFoam, AdvancedGel UC & CC, ScalePro	
Rinse the coil cleaner off with fresh water					HydroSprayer or HydroSprayer Elite	
Straighten fins using fin comb					JAVAC Fin Comb (EL70925)	
Remove and clean unit fascia					EasyFinish	
Clean condenser fan					EasyFinish	
Complete final leak test and unit functionality tests						

Standard Information

Risk Assessment Completed

Yes No

Job Complete

Yes No

Logbook completed

Yes No

Start

Arrive

Leave

Engineer Signature

Engineer Name

Unit No.

Make

Model

Serial No.

1

2

3

4

Contractor Details

Product used

Product name	Description

Clients signature

Print

Position