

2.5.2 - Split Type Air Conditioning Units

Item No	Description
1	Check filters, clean when required.
2	Check cooling and heating operation.
3	Check heat pump reversing valves for correct operation.
4	Check fans and fan motor operation.
5	Check condensate drains for obstruction.
6	Test thermostat and controls operation.
7	Generally clean equipment externally.
8	Replace batteries of remote control.
9	Air pressure clean evaporator coil (where access allows)
10	Air pressure clean condenser coil if necessary
11	Clean condensate pans and drains.
12	All ferrous metal components to be examined including, corrosion removed treated and repainted with Techtyl or similar to prevent further corrosion (coastal applications only).
13	Put into operation and check all functions.
14	Check brackets for rust, remove any rust & paint with rust converter and anti rust coatings. Check that brackets are properly fixed unto wall & outside unit unto brackets.
Price Per Unit R _____	

2.5.3 – Axial Fans

Item No	Description
1	Impeller hubs to be checked for tightness and tighten if necessary
2	Flexible connections to be checked for & report for action.
3	Casing and holding down bolts to be checked for corrosion and security.
4	Check for undue noise and vibration & report for action.
5	Check wear on fan blades.
6	Check security of fan belt on shaft and tighten if required.
7	Clean air inlet screen (where applicable).
8	Clean blades of dirt accumulation.
9	Check inlet control dampers for operation and oil if necessary (where applicable).
10	All ferrous metal components to be examined, corrosion removed and repainted to prevent further corrosion.
11	Check motor support bolts on pedestal.
Price Per Unit R _____	

2.5.4 – Ceiling, Wall or Window Fans (<500W)

Item No	Description
1	Switch off fan and/or remove plug. Remove cover and clean with damp cloth
2	Clean blades & blow out dust
3	Spray bearings with Q20. Remove excessive oil spray to prevent dust build up.
4	Replace cover & check operation
Price Per Unit R _____	

2.5.5 – Centrifugal Type Fans

Item No	Description
1	Bearings to be lubricated on drive motor and fan, if necessary.
2	V-belts to be checked for correct tension and alignment, & report for action.
3	Drive pulleys on both fan and motor to be checked and tightened if necessary.
4	Flexible connections to be checked for air leaks & & report for action.
5	Casing and holding down bolts to be checked for corrosion & report for action
6	Check for undue noise and vibration & report for action .
7	Check wear on fan blades.
8	Check security of fan wheels on shaft.
9	Clean air inlet screen.
10	Clean blades of dirt accumulation.
11	Belt guards to be checked and tightened if necessary.
12	Check anti-vibration mounts and & report for action.
13	All ferrous metal components to be examined, corrosion removed treated and repainted to prevent further corrosion.
14	Bearings to be greased, where necessary. Check for vibrations and noise & & report for action.
15	Check motor starter and run-up speeds.
16	Check bearing bolts.
17	Check drive shaft alignment and condition.
Price Per Unit R _____	

2.5.6 – Fridges and Freezer Units

Item No	Description
1	Check operation of condensing unit
2	Check condenser fan motor bearings for noise & report for action
3	Check safety cut outs & record for quarterly report.
4	Inspect and clean condenser coil
5	Check operation of blower coil
6	Check for fan vibrations and noise & report for action.
7	Check for restriction at coil inlet and clean.
8	Clean condensate tray
9	Record box temperature & report for action
10	Inspect door seal, strike and latch
11	Ensure expansion bulb is secure
Price Per Unit R _____	

2.5.7 – Air Handling Units

Item No	Description
1	Isolate and remove all inspection panels, and clean inside of units and replace any damaged insulation.
2	Check air filters & report
3	Washable type to be removed, cleaned, dried and replaced. Record
4	Disposable media type to be fitted with new media, if necessary. Record
5	Air filter frames to be checked for air by-pass and rectified, if necessary. Record
6	Axial flow fans to be checked for correct operation and undue noise & report for action.
7	V-belts to be checked for correct tension and alignment & report for action.
8	Drive pulleys on fans and motors to be tightened if necessary.
9	Bearings to be lubricated, if necessary. Check for noise & vibration & report for action.
10	Fresh air and return air damper settings and operation to be checked and adjusted, if necessary.
11	Switchboards and electrical control panels to be cleaned, checked and tighten terminals and replace indicating light globes where necessary.
12	Circuit breakers and fuses to be checked and investigate reasons for any blown fuses or circuit breakers in OFF position.
13	Rectify faults and replace blown fuses and faulty circuit breakers.
14	Starters, Contactors and Relays to be checked to ensure moving bridges slide freely and that all contact points are clean.
15	Investigate and rectify cause of excessive burning of contacts.
16	Time switch settings to be checked and reset to start and stop plant at correct time, if necessary
17	Flexible connections to be checked and air leaks & report for action.

18	Heater batteries to be tested and faulty elements to be replaced.
19	Control thermostats operation to be checked
20	Safety controls to be checked and operation of controls to be tested, i.e. air flow switch, air pressure switch, smoke detectors, heater safety stats.
21	All ferrous metal components to be examined, corrosion treated and required to prevent further corrosion.
22	Operation of entire plant to be checked and recorded.
Price Per Unit R _____	