Air Conditioning Planned Preventative Maintenance Checklist

Report Number / Job Number:	
Company:	
Contact Name:	
Mobile and Email:	
Site Address and Postcode	

Air Conditioner(s) Onsite

Unit	Make	Model	Serial No
1			
2			
3			
4			
5			

Air Conditioner Service General Overview

Item	Air Conditioning System	Status green / amber / red *
1	Belts	-
2	Compressor oil level	-
3	Filters	-
4	Bearings	-
5	Expansion valve operation	-
6	Safety Switch Operation	-
7	Fan speed controls	-
8	Condensation pump operation	-
9	Chilled water pump operation	-
10	Crankcase heater	-
11	Fan assemblies	-
12	Operating temperatures	-
13	Drains clear	-
14	Electrical connections	-
15	Pipework connection	-
16	Controls	-
17	Pressure acceptable	-
18	Operating correctly	-
19	Any damage found to the system(s)	-
20	Any additional equipment found	-
21	Complete server to manufacturer's recommendations	-
22	Clean air handling unit case	-
23	Clean air conditioning unit coils	-
24	Clean condensing coils	-
25	System leak checked	-

Please use this space for notes and drawings of the room noting important aspects from the visit.

*Notes

Item	Comment / Corrective Action(s) Required

Site Drawing

Service Engineer Checklist

RAMS	Yes/no	Parts Required	Yes/no	Parts Form Number	-
Job Complete	Yes/no	Log Book Updated	Yes/no	Parts Removed from site	Yes/no

Service Completed By

Start Time	Arrive Time	Leave Time	Mileage
Date / Time	**Name**	**Company**	**Signature**

A server room or datacentre air conditioner or cooling system ensures that the ambient temperature and humidity are within safe operation levels for your critical IT loads and UPS systems. Regular maintenance and service of your air conditioner is vital to ensure 24/7 continuous operation and reliability.

For more information on our air conditioning systems and services please visit:
https://www.serverroomenvironments.co.uk/services/air-conditioning-site-survey/