

ASSET ID / PLANT No.:		DATE :	
SITE ADDRESS:		QUU WORK ORDER:	

**Outcome / Purpose** – To ensure the air conditioners are operational and functioning effectively, efficiently and safely.

**TASKS**

1. **Notify QUU**– Notify QUU Control Room and relevant other QUU contacts of arrival on site.
2. **Before Photos** – Provide a photo of each Air Conditioner System on site. The quantity of photos shall be at least 2 per Air Conditioner (i.e. one (1) for the indoor Unit and one (1) for the outdoor unit).
3. **Brand, Model, Serial No., Location and Condition** – Provide the details of Make, Model, Serial Number and Location for each Air Conditioner on site and provide an overall condition rating.
4. **Service Air Conditioning System(s)** – Qualified and competent person to carry out a full service of the Air Conditioner(s)/Air Conditioning System(s) and all components to ensure the Air Conditioner(s)/Air Conditioning System(s) is operational and functioning correctly. The service should at least include the following:
  - a. **Clean** – Clean both the Inside and Outside Units free of all dust and dirt
  - b. **Filters** – Remove and fully clean the filters and reinstall
  - c. **Indoor Unit Coil** – Check and Clean the indoor unit coils
  - d. **Indoor Unit Condensation/Evaporator Drain** – Check the Indoor Unit Condensation/Evaporator Drain(s) and clear if required.
  - e. **Outdoor Unit Fan** – Check the outdoor unit fan is clear of all obstructions and vegetation and in good working order and operational.
  - f. **Outdoor Unit Coil** – Check and Clean the Outdoor Unit Coil
  - g. **Gas/Refrigerant** – Check the gas/refrigerant levels and any evidence of gas leaks.
  - h. **Thermostat** – Check the thermostat is functioning and check the supply and return air temperatures.
  - i. **Noise** - Check each Air Conditioner for excessive noise
  - j. **Vibration** - Check each Air Conditioner for any unusual or excessive vibration
  - k. **Electrical** – Check all wiring and electrical connections and ensure they are safe and in good condition
  - l. **Controls & switches** – Check all controls and switches are in working condition
  - m. **Pipe Insulation** – Check pipe insulation
  - n. **Airflow** - Check the air flow
  - o. **Any other Service Works** - Undertake servicing for any other component to the air conditioner(s) remain fully operational.
5. **Service Photos** – Provide photos of any items that display damage or deterioration.
6. **Additional Corrective Photos** – Provide photos of any additional corrective maintenance items listed.
7. **Air Conditioner(s) Service Form** – Complete the inspection report in full and attach any additional third party report by the service technician.
8. **Notify QUU**– Notify QUU Control Room and Relevant QUU Contacts that the Grounds Maintenance works are complete and any gates have been locked and of departure from site.

**LIST ALL AIR CONDITIONERS / AIR CONDITIONING SYSTEMS ON SITE**

BRAND	TYPE (Split, Ducted, etc.)	MODEL No.	SERIAL No.	AGE (Yrs)	LOCATION ON SITE	OVERALL CONDITION (Good, Fair, Poor, Not Working)

ADDITIONAL CORRECTIVE WORKS		Yes	No	N/A
6.	Are any additional Corrective Works required for any Air Conditioner(s)?			
<p><b>Corrective Works Required/ Quantities /Additional Comments</b></p> <p>Use the space below to provide details of any additional corrective works required on any air conditioner and include the quantity/extent of the work required for each individual air conditioner. Photos shall be provided for each items identified as needing corrective works.</p>                      				
<p><b>CORRECTIVE WORK PRIORITY</b></p> <p>Low    <input type="checkbox"/>                      Medium    <input type="checkbox"/>                      High    <input type="checkbox"/></p>				

Photo 1 - Before	Photo - Additional Corrective
Photo 2 - Before	Photo - Additional Corrective
Photo 3 - Before	Photo - Additional Corrective
Photo 4 - Before	Photo - Additional Corrective

Technician Name (Print Name):	Date:
Qualification / Licence No.:	
Signed:	Date: