

Air Conditioning - Air Handling Unit (Incl. ME172)

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 30/08/2018						
1	Check coils and clean if necessary.		Y	Y	Y	
2	Check condensate trays, drains, tundishes, sumps and traps for effectiveness and flush clean drainage lines.		Y	Y	Y	
3	Check air intakes and exhausts and clean when necessary (the cost of cleaning is additional to the service).		Y	Y	Y	
4	Check air filters, clean or replace if necessary (the cost of supplying and installing new filters is additional to the service cost).		Y	Y	Y	
5	Check plantroom floor drain and pour a bucket of water into it to keep it fresh.		Y	Y	Y	
6	Check condition and operation of the pulleys and belts and adjust their alignment if necessary.			Y	Y	
7	Check condition of the inlet guide vanes where applicable.			Y	Y	
8	Check mountings and fixings for unusual vibrations.			Y	Y	
9	Check condition of fan shaft bearings and lubricate if necessary.			Y	Y	
10	Check condition and operation of fan motor including: a) Bearings, lubricate if required. b) Check and record operating current draw. c) Electrical connections for security, tightness, contact and corrosion.				Y	
11	Check condition and operation of valves associated with heating and/or cooling coils by working the valve through its total travel.				Y	
12	Check condition of unit insulation.				Y	
13	Check condition and operation of strainer (if fitted) including: a) Remove and check strainer basket. b) Ensure basket mesh is clean and free of any foreign matter. c) Check for signs of corrosion or damage. d) Ensure body is free of any foreign matter.				Y	
14	Check ductwork in the vicinity of the moisture producing equipment from selected access points, and functioning of associated drainage facilities. Clean if necessary (the cost of cleaning the ductwork is additional to the service).				Y	
15	Check condition of fans and fan coil unit for corrosion, wear on flexible connections and drive belts and for other deterioration. Clean or repair if necessary (repair costs are additional to the services).				Y	
16	Check terminal units and clean if necessary.				Y	
17	Check air conditioning outlets and clean if necessary (the cleaning cost is additional to the service cost).				Y	
18	Check return and exhaust grilles and clean if necessary (the cleaning cost is additional to this service).				Y	

Disclaimer - This TDS is intended to provide guidance only to support Preventative Maintenance servicing activities. All TDS users are encouraged to read and understand the full [Conditions of Use](#) provided on the final page of this document and on the DPTI website.

For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia
Department of Planning,
Transport and Infrastructure

Download Date: 04/11/2021

Air Conditioning - Air Handling Unit (Incl. ME172)

Last Issue Date: 30/08/2018		Type Of Service				
Activity		A	B	C	D	E
19	Record results in the log book and and notify Facility Manager of any additional works and associated costs.		Y	Y	Y	

Special Comments and Technical Data

B SERVICE MONTHLY
 C SERVICE 3 MONTHLY
 D SERVICE ANNUAL
 THE COST OF REPLACING FILTERS, CLEANING DUCTWORK, AIR
 OUTLETS, RETURN AND EXHAUST GRILLES AND REPAIRS ARE AN
 ADDITIONAL COST.
 NOTE: WHERE THE FULL MAINTENANCE AS DETAILED ABOVE CANNOT BE
 UNDERTAKEN DUE TO INADEQUATE ACCESS RECORD THIS IN THE
 SERVICE REPORT.

Disclaimer -This TDS is intended to provide guidance only to support Preventative Maintenance servicing activities. All TDS users are encouraged to read and understand the full [Conditions of Use](#) provided on the final page of this document and on the DPTI website.

For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia
 Department of Planning,
 Transport and Infrastructure

Download Date: 04/11/2021

Conditions of Use

A TDS should be used as a generic guide for Facilities Management Service Providers (FMSP) to deliver Facilities Maintenance Services, specifically Preventative Maintenance in accordance with the DPTI [Agency Work Procedure Manual](#).

Users of a TDS should familiarise themselves with the following **Conditions of Use**:

1. You use the information and data contained in any TDS published by DPTI at your sole risk. DPTI-AGFMA does not have the expertise to provide complete or accurate technical data schedules and provides these technical data sheets merely as a starting point and/or guide.
2. If you rely on the information in a TDS you are responsible for ensuring, by independent verification, its accuracy, currency and completeness. DPTI cannot guarantee that the information contained in a TDS meets the standards or requirements of legislative requirements.
3. A TDS is not an exhaustive list of tasks or obligations that may be required and is generally generic in nature. DPTI does not oblige the user of a TDS to rely on it to the exclusion of other sources of information. For example, manufacturer's requirements may need to be followed for additional and / or alternative tasks and for additional and / or alternative servicing frequencies. You should always check the primary source of information such as the Australian Standards, manufacturer's specifications, legislation and other standards before undertaking any work to which a schedule may apply.
4. You must apply appropriate risk management principles and carry out all tasks in accordance with obligations under the [Work Health and Safety Act 2012](#).
5. You must not use a TDS unless you meet the specific competency requirements for preventative maintenance servicing works and are capable of applying the TDS to your trade or area of expertise. A TDS is only to be used by people who are specifically instructed by DPTI to use them and only for work undertaken in South Australia.
6. DPTI, its agents, instrumentalities, officers and employees make no representations, express or implied, as to the accuracy of the information, the data contained in a TDS or the suitability of a TDS for a particular purpose.
7. DPTI does not provide legal advice. DPTI accepts no liability, howsoever arising, for any loss resulting from the use of a TDS and any information or data or reliance placed on them.
8. DPTI may change information and data in a TDS without notice.
9. DPTI may revise this disclaimer at any time by updating these Conditions of Use.