

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

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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.

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