



ACS J No.
(Internal office use)

AIR CONDITIONING SERVICES (NEW ZEALAND) LIMITED
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SERVICE FORM

ASA ORDER NUMBER:	SITE NAME:	AGENCY NUMBER:	DATE:
ASA / CONTRACTOR COMPANY NAME:		NUMBER OF WORKERS:	SAFETY PASSPORT / AUTHORIZATION CARD NUMBERS:
ARRIVAL TIME:	DEPARTURE TIME:	TIME ON JOB:	PROCUREMENT TIME: TRAVEL TIME:
ARRIVAL TIME:	DEPARTURE TIME:	TIME ON JOB:	PROCUREMENT TIME: TRAVEL TIME:
TYPE OF SERVICE: <input type="checkbox"/> BREAKDOWN <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> WARRANTY <input type="checkbox"/> IQP CHECK <input type="checkbox"/> PROJECT / INSTALL <input type="checkbox"/> SITE AUDIT			

EQUIPMENT SCHEDULE

WORK SCHEDULE

HVAC & REFRIGERATION

WALK IN CHILLER / FREEZER - ROOMS

- CHECK EVAPORATOR (CLEAN IF REQUIRED)
- CHECK EVAPORATOR FAN MOTOR/S
- CHECK DEFROST HEATER/S (FREEZER ONLY)
- CHECK DRAIN TRAY & LINE AND FLUSH WITH WATER
- CHECK CONTROLLER OPERATION
- RECORD TEMPERATURE
- CHECK DOOR HANDLE/S
- CHECK SAFETY RELEASE
- CHECK DOOR SEAL/S
- CHECK CONDENSOR COIL (CLEAN IF REQUIRED)
- CHECK CONDENSOR FAN MOTOR/S
- CHECK GAS CHARGE
- CHECK HP/LP SWITCH
- CHECK ELECTRICAL WIRING
- CHECK LIGHTING

SUPPLY / EXHAUST AIR FANS

- CHECK FAN MOTOR
- CHECK DUCTING (REPORT IF REQUIRED)
- CHECK FAN WHEELS (REPORT IF REQUIRED)
- CHECK UPSTANDS AND FLASHING
- CHECK CEILING GRILLES AND BOOTS
- CLEAN FILTERS (SUPPLY ONLY)
- CHECK ELECTRICAL
- CHECK MOTORISED AND MECHANICAL DAMPERS

OTHER CHILLERS / FREEZERS - STANDALONE

- CHECK EVAPORATOR (CLEAN IF REQUIRED)
- CHECK EVAPORATOR FAN MOTOR/S
- CHECK DEFROST HEATER/S (FREEZER ONLY)
- CHECK DRAIN TRAY & LINE AND FLUSH WITH WATER
- CLEAN OUT DRAIN LINES IF REQUIRED
- CHECK CONTROLLER OPERATION
- RECORD TEMPERATURE AND LABEL ASSET
- CHECK DOOR HANDLE/S
- CHECK DOOR SEAL/S
- CHECK CONDENSOR COIL (CLEAN IF REQUIRED)
- CHECK CONDENSOR FAN MOTOR/S
- CHECK GAS CHARGE
- CHECK HP/LP SWITCH
- CHECK ELECTRICAL WIRING
- CHECK LIGHTING

AC INDOOR UNITS – CASSETTES, DUCTED, HI WALL

- CHECK AIR FLOW
- CHECK AND CLEAN AIR FILTERS AND LABEL DATE
- CHECK EVAPORATOR FOR CLEANLINESS
- CHECK CONDENSATE LINE AND FLUSH WITH WATER
- CHECK CONDENSATE PUMP (CLEAN IF REQUIRED)
- CHECK FLEXIBLE DUCTING (RE-TAPE IF REQUIRED)
- CHECK FOR AIR LEAKS AROUND PLENUMS
- CHECK FAN BLADES (CLEAN IF REQUIRED)
- CHECK MOTOR BEARINGS (LUBRICATE IF REQUIRED)
- CHECK RETURN AND SUPPLY GRILLES
- CHECK P TRAP

AC OUTDOOR UNITS – INCLUDES ROOF TOP UNITS

- CHECK START AND STOP OPERATION
- CHECK CONDENSOR COIL (REPORT IF CLEAN REQUIRED)
- CHECK RELIEF VALVE OPERATION
- CHECK PIPEWORK AND INSULATION
- CHECK FOR UNIT VIBRATION (REPORT IF REQUIRED)
- CHECK COMPRESSOR TEMPERATURE
- CHECK COMPRESSOR AMPS AND RECORD BELOW
- CHECK CRANK CASE HEATER
- CHECK CURRENT DRAW
- CHECK VOLTAGE
- CHECK CONDENSOR FAN MOTOR/S
- CHECK REFRIGERANT PRESSURE
- CHECK CONDENSING UNIT MOUNTS
- CHECK ELECTRICAL
- CHECK HP/LP CONTROL SWITCH
- CHECK PULLEYS AND V BELTS (ROOF TOP UNITS)
- CHECK P TRAP
- COIL CLEAN/COAT

OTHER

- _____
- _____
- _____
- _____
- _____

WORK COMPLETED	ADDITIONAL WORK REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO

SIGN IN/OUT SECTION

SIGN IN:		SITE REPRESENTATIVE TO COMPLETE SECTION BELOW:		
CONTRACTOR RESPONSIBLE PERSON NAME:	INITIALS:	SITE REPRESENTATIVE NAME:	TIME:	INITIALS:
SIGN OUT:				
CONTRACTOR RESPONSIBLE PERSON NAME:	SIGNATURE:	SITE REPRESENTATIVE NAME:	TIME:	SIGNATURE: