















Sample Split System Maintenance Checklists

MAINTENANCE TASK	 Major Preventative Maintenance Visit	 Minor Preventative Maintenance Visit
 Clean indoor units (fascias/louvres/panels)	✔	✔
 Clean outdoor units (fascias/louvres/panels)	✔	
 Check air filters/plasma pads	✔	✔
 Check evaporator coil & fins	✔	✔
 Check evaporator fan & motor operation	✔	
 Check & flush condensate drain & tray	✔	
 Check condensate pump & sensor/float/tube	✔	
 Check condenser coil & fins	✔	
 Check condenser fan & motor operation	✔	
 Check compressor for excessive noise/vibrations	✔	
 Check all electrical connections are sound	✔	
 Check general performance in heating & cooling	✔	
 Check unit is in clean & tidy condition	✔	
 Test for refrigerant & oil leaks	✔	
 Ensure correct labelling with type of refrigerant used in accordance with EC FGAS regulations	✔	
 Identify category of system & recommend any measures to take to comply with environmental legislation	✔	