

# Checklist for Optimal Unit Performance

**Warning:** This work must be performed by a qualified service or maintenance technician.



## GENERAL MAINTENANCE

- ✓ Check equipment for any physical damage that may have occurred over the summer. This should include damage to sheet metal, blowers and coils, wiring, refrigeration system, duct systems, and equipment supports.
- ✓ Look for cleanliness of heat exchanger blowers, coils and filters.
- ✓ Check for obstructions that may be blocking the air inlet or discharge paths of the unit.

## REFRIGERATION CIRCUIT (if applicable)

- ✓ Check refrigeration system performance (suction and discharge pressures).
- ✓ Inspect refrigeration charge level to make sure there are no leaks in the system.
- ✓ Check filter drier for compressor burnout or collection of non-condensables, replace if needed.
- ✓ Check high- and low-pressure switches to make sure they are cutting out the compressor at the correct settings.

## ELECTRICAL / WIRING

- ✓ Inspect all electrical circuits for loose connections and signs of overheating, arcing, chafing or other physical damage.
- ✓ Wipe down electrical control section to make sure it is free of dirt and debris.
- ✓ Check to make sure control wiring and sensors are secure and tight.

## WATER CIRCUIT (if applicable)

- ✓ Check that the system has been correctly flushed.
- ✓ Check for any water leaks.

## ENERGY RECOVERY WHEEL (if applicable)

- ✓ Remove energy wheel from unit and clean according to the Guide to Cleaning Airxchange Wheels instructions available on the Airxchange website: [www.airxchange.com](http://www.airxchange.com)

## AIR MOVERS

- ✓ Lubricate motor bearings if they are not the permanently lubricated type.
- ✓ With the power turned off, check to see that the motor shaft turns freely and does not bind. This can be done by rotating the fan or blower wheel by hand.
- ✓ Inspect the fan or blower wheel to make sure it is not damaged or binding.
- ✓ Check to make certain fan is not loose on motor shaft. If blower units are used, make certain the blower and motor pulleys are secure.
- ✓ Check power connections to motor to ensure they are secure and have not vibrated loose over time.

## CONDENSATE REMOVAL & DISPOSAL SYSTEMS

- ✓ Make sure the condensate lines are clear of obstructions and free flowing.
- ✓ Check the condensate overflow switch to make sure it is working properly.
- ✓ If the unit(s) has been provided with a condensate removal pump, check to make sure the pump is working properly and has not been damaged.

## THERMOSTATS

- ✓ Check for general cleanliness.
- ✓ Check wiring to and from thermostat.
- ✓ Check thermostat for proper temperature setting.

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