

## Air Conditioning System Inspections

### Pre-inspection Checklist – Centralised Cooling Systems

Level	Information Required
Essential	Itemised list of all installed air conditioning and refrigeration plant including product makes, models and identification numbers, together with cooling capacities, with locations of indoor and outdoor components of each plant.
	Description of system control zones, with schematic drawings.
	Description of method of control of temperature.
	Description of method of control of periods of operation.
	Floor plans and schematics of air conditioning systems.
Desirable	Reports from earlier inspections of air conditioning systems, and for the generation of an energy performance certificate.
	Records of maintenance operations carried out on refrigeration systems, including cleaning indoor and outdoor heat exchangers, refrigerant leakage tests, repairs to refrigeration components or replenishing with refrigerant.
	Records of maintenance operations carried out on air delivery systems, including filter cleaning and changing, and cleaning heat exchangers.
	Records of calibration and maintenance operations carried out on control systems and sensors, or BMS systems and sensors.
	Records of sub-metered air conditioning plant use or energy consumption.
	For relevant air supply and extract systems, commissioning results of measured absorbed power at normal air delivery and extract rates, or independently calculated specific fan power for the systems.

Optional	An estimate of the design cooling load for each system (if available). Otherwise, a brief description of the occupation of the controlled spaces, and of power consuming equipment normally used in those spaces.
	Records of any issues or complaints that have been raised concerning the indoor comfort conditions achieved in the treated spaces.
	Where a BMS is used the manager should arrange for a short statement to be provided describing its capabilities, the plant it is connected to control, the set points for the control of temperature, the frequency with which it is maintained, and the date of the last inspection and maintenance.
	Where a monitoring station, or remote monitoring facility, is used to continually observe the performance of equipment such as chillers, the manager should arrange for a statement to be provided describing the parameters monitored, and a statement reviewing the operating efficiency of the equipment.