

## Air Conditioning System Inspections

### Pre-inspection Checklist – Packaged A/C Systems (splits, multi-splits & VRF)

Level	Information Required
Essential	Itemised list of installed packaged cooling systems including product makes, models and identification numbers together with cooling capacities and locations of equipment.
	Description of method of control of temperature.
	Description of method of control of periods of operation.
Desirable	Reports from earlier inspections of air conditioning systems, and for the generation of an energy performance certificate.
	Records of maintenance operations carried out including filter changing, cleaning indoor and outdoor heat exchangers, refrigerant leakage tests, repairs to refrigeration components or replenishing with refrigerant.
	Records of calibration and maintenance operations carried out on control systems and sensors.
Optional	Records of sub-metered air conditioning plant use or energy consumption.
	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.