

System: Package Split System A/C Units & ACCU's

Maintenance Task Description	Frequency *	Skill Level **	Time Hours ***	Special Tools Req'd	Parts	Specific Safety Instructions
Check A/C Air Filter and inlet/outlet grilles. Replace or clean if necessary.	Q	O	0.25	None	Filters	None
Check and clean motors	Q	A	0.25	None	None	1,2,3,5,6
Check A/C humidifier and clean if necessary.	Q	A	0.25	None	None	None
Check A/C condensate pan and the operation of condensate pump and clean if necessary.	SA	J	0.25	None	None	None
Check all electrical connections for tightness. Clean all parts if smoky or burned connections are noticed.	SA	J	0.25	None	None	1,4
Check ACCU condenser coil and clean if necessary.	SA	J	0.25	Water hose	None	None
Check A/C & ACCU fan motor and blade. Clean and lubricate if necessary.	SA	J	0.25	None	None	1,2,3,5,6
Check refrigerant sight glass and moisture indicator for moisture or air bubbles.	Q	A	0.25	None	None	None

** Skill Level Legend	
O	Unskilled Laborer
A	Apprentice Mechanic
J	Journeyman Mechanic
M	Master Mechanic
FT	Factory Trained Tech.

*** The time indicated is for the required to service one unit

* Frequency Legend	
D	Daily
W	Weekly
M	Monthly
Q	Quarterly
SA	Semi-Annually
A	Annually

Safety instructions to observe when working with this equipment are as follows:

- 1 Warning:** When working on A/C & ACCU unit motors, provide a lockout device, a lockout tag and a tag-out device on electrical breaker or on the fan disconnect switch, see sheet PART 1 - Page 5-9 & 5-10 for panel, breaker and and/or disconnect switch. The devices shall be in full compliance with Appendix 1i-13.
- 2 Warning:** Disconnect control power circuit when working on unit motor.
- 3 Warning:** Insure that the unit motor is properly electrically grounded before performing any service on that motor.
- 4 Warning:** Use only grounded or insulated (Underwriters' Laboratories [UL] approved) electrical equipment.
- 5 Caution:** When performing any type of work around rotating machinery, keep extremities, long hair and loose clothing away from all rotating machinery.
- 6 Caution:** Do not remove access panel fasteners until the fan wheel is completely stopped. Never enter or open the A/C unit casing without de-energizing the fan motor and allowing the fan to stop.
- 7 Caution:** Never pressurize equipment in excess of the system design pressure.