



ANNEXURE A

RFQ NUMBER BLE/51828

**AS AND WHEN MAINTENANCE AND BREAKDOWNS OF ELECTRICAL
INSTALLATIONS/AIR CONDITIONING AND ASSOCIATED EQUIPMENT SERVING
VARIOUS ASSETS AT BEAUFORT WEST AND SURROUNDING AREAS**

FOR A PERIOD OF 2 YEARS

AIR CONDITIONER SERVICING SCHEDULE

Description of maintenance

- Isolate the supply to the air conditioner unit; make sure there are no open live or possible live wires. Close the isolator so that no live wires are exposed.
- In the case of a window unit, withdraw.
- Check air filter for cuts and damages.
- Clean the air filter.
- Clean condenser coil.
- Clean evaporator coil.
- Check fans for alignment, corrosion, chips, dents and that they are secured to the shaft.
- Check fan motor/s to ensure they are running freely and that the bearings show no sign of wear, oil where necessary.
- Check the compressor for unusual noise and that the mounting bushes are in a good state.
- Check thermostats, switches, contractors and the wiring thereof to ensure that all the connections are tight and clean.
- Check the refrigerant system for leaks.
- Clean equipment using approved cleaning agents.
- Check the operation currents and evaluate with nameplate data.
- For split units check and tighten flair nuts where necessary.
- Check condensate drip trays.
- Check the draining system.
- Rust-proof where applicable.
- Reconnect to the supply and test.
- Place all the covers and make neat.

**NOTE: IT IS NECESSARY TO COMPLETE QUOTATION/AUTHORITY FORM AND HAND IT TO THE
PROJECT MANAGER TO ACQUIRE AUTHORITY BEFORE COMMENCING ANY REPAIR
WORK OR ADDITIONAL WORK**

Respondent's signature: _____

Date: ____/____/____