



## AIR CONDITIONER INSPECTION REGISTER

<b>AREA:</b>		<b>YEAR:</b>							
<p><b>NOTE</b></p> <p><b>In the check column: Do not "tick" (✓). Write OK or use the number of the specific deviation given in the legend.</b></p> <p><b>Indicate the action to be taken in the ACTION column by number code as indicated below.</b></p> <p>Specify the exact repairs to be done on the works request or job-card.</p>									
<b>LEGEND</b>									
<p><b>1. MECHANICAL</b></p> <p>1.1 Cover/guards missing or broken.</p> <p>1.2 Missing screws, bolts, etc.</p> <p>1.3 Thermostat not functioning.</p> <p>1.4 Gas leaks.</p> <p>1.5 Filter dirty.</p> <p>1.6 Filter damaged.</p> <p>1.7 Compressor not working.</p>					<p><b>2. ELECTRICAL</b></p> <p>2.1 Wiring damaged.</p> <p>2.2 No earthing.</p> <p>2.3 Joints in cable not properly scattered and crimped.</p> <p>2.4 Polarity incorrect.</p> <p>2.5 Plug damaged.</p>				
ID NO	DEPARTMENT	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
		Check	Action	Check	Action	Check	Action	Check	Action
<b>DATE INSPECTED</b>									
<b>INSPECTOR'S INITIALS</b>									
<b>AUDIT / SPOT CHECK</b>									

