



Think Ahead™

RECIPROCATING AIR CONDITIONING AND REFRIGERATION LOG

The Hartford Steam Boiler Inspection and Insurance Company, One State Street, P.O. Box 5024, Hartford, CT 06102-5024.

MANUFACTURER	NUMBER	SIZE	UNDER 25 HP	LOCATION
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The following checklist is designed to alert owners, operators and service technicians of air conditioning equipment to particular areas requiring attention prior to seasonal start up.

PRE-SEASON MAINTENANCE AND START-UP LOG

MOTORS – OPEN/HERMETIC <input type="checkbox"/> Take insulation resistance readings of motor windings. If the readings indicate less than one megohm resistance, do not start the motor. Check for the cause of low resistance. NOTE: Hermetic Motor Readings less than 30 megohms may indicate moisture in the system or refrigerant in the motor/compressor. <input type="checkbox"/> Check air ventilation openings on open-type motors for obstruction. <input type="checkbox"/> Check bearings on open-type motors for adequate and proper lubrication.	REFRIGERANT CIRCUIT <input type="checkbox"/> Be sure that liquid line is equipped with a moisture indicator. <input type="checkbox"/> If moisture is indicated, dehydrate the system. Determine and correct source of moisture.	OPERATING AND SAFETY CONTROLS <input type="checkbox"/> Test thermostatic controls by immersing in bucket of ice water. <input type="checkbox"/> Test oil-pressure-differential switches and high-pressure cut out mechanically and electrically. <input type="checkbox"/> Examine flow switch by removing and checking for corrosion and proper linkage operation. <input type="checkbox"/> Determine that all controls are properly calibrated and in good working condition. Thermostatic expansion valve checked for proper superheat.	AIR/SHELL AND TUBE/EVAPORATIVE <input type="checkbox"/> Clean heat transfer surfaces with solution marketed for their specific use and type. <input type="checkbox"/> Cooling towers: Baffles should be tight, sound, and clean. The sump, spray nozzles and overflow drain should be clean. The makeup water valve should be checked for proper operation.	
				FANS <input type="checkbox"/> Check for broken, cracked, bent or loose blades and hubs. <input type="checkbox"/> Check fan, shaft, and bearings. <input type="checkbox"/> Check belt tension and condition.
NAME OF SERVICE COMPANY AND TELEPHONE NUMBER		NAME OF SERVICE TECHNICIAN		DATE SERVICED

OPERATING CHARACTERISTICS

Normal operating conditions include certain levels of noise, vibration, temperature, and pressure. These levels may vary within certain limits depending on the season of the year or the heat load applied to the system. Any change in the normal operating characteristics is a warning of trouble. Your service concern should be notified. A reliable service concern should regularly check all parts of the system to minimize the possibility of breakdown.

LOG THIS INFORMATION WEEKLY

DESCRIPTION OF NORMAL OPERATING CONDITIONS		NORMAL OPERATING STANDARDS		1	2	3	4	5
MOISTURE INDICATOR SIGHT GLASS	This device should be observed to determine any change in the indicator chemical color or the presence of gas bubbles in the liquid refrigerant. In either case your service technician should be consulted.	COLOR						
OIL SIGHT GLASS	Observe this glass to establish that sufficient oil is in the compressor crankcase. Oil leakage should not be tolerated. Any change in the normal oil level should be investigated immediately by your service technician.	LEVEL						
TEMPERATURE	In-operation temperature levels for the compressor suction and discharge should be established and recorded. Any unusual change in these temperatures should be called to the attention of your service technician.	DISCHARGE TEMP.	SUCTION TEMP.					
PRESSURE	The operating pressure levels should be established and recorded. Any unusual change in these pressures should be called to the attention of your service technician.	DISCHARGE PRESSURE	SUCTION PRESSURE					
FILTERS	Regular cleaning of the air filters serving the evaporator and the air-cooled condenser is important to the successful operation of your unit. If a water cooled condenser is used, the water side must be kept clean.	EVAPORATOR FILTER						
		CONDENSER FILTER						
AUTH.	NAME OF EMPLOYEE RESPONSIBLE FOR LOG UPDATE		LOG REVIEWED BY (Give Name)				DATE REVIEWED	