



Split System Air Conditioning Maintenance Checklist

12 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Inspect refrigerant pipework insulation for damage
- ☐ Check for oil staining around pipe joints indicating refrigerant leaks
- ☐ Inspect electrical isolator and connections

Functional Checks

- ☐ Check condensate drain and pump (if fitted) are clear and functional
- ☐ Verify indoor fan operates on all speed settings
- ☐ Check outdoor fan motor operation
- ☐ Verify remote controller and thermostat function correctly

Cleaning & Housekeeping

- ☐ Clean or replace indoor unit filters
- ☐ Clean indoor unit evaporator coil and housing
- ☐ Inspect outdoor condenser coil and clean of debris, leaves, or dirt

Safety Checks

- ☐ Confirm refrigerant label with type and charge weight is present

Record Keeping

- ☐ Record system pressures, temperatures, and operational status

Maintenance Frequency

Monthly

- Clean indoor unit filters
- Check condensate drain

Quarterly

- Clean condenser coil
- Check refrigerant pipework
- Verify controller operation

Annually

- Full system check including pressures and temperatures
- Electrical inspection
- F-Gas leak check
- Check reversing valve for heat pump models