

Proactive Maintenance Inspection Checklist

Service #15: Mechanical Services

School or DoE Site:

Work Order Number:

Business/Contractor Name:

Procedure	Tick when completed
Contact the school at least 48hours notice to arrange a suitable time for carrying out proactive service.	☐
Sign in to school site visit log and introduce yourself to the School Principal/Staff if/when available on arrival.	☐
Carry out site induction/toolbox meeting to discuss site specifics including but not limited to items such as amenities, school evacuation procedure, asbestos register, local doctor/hospital etc.	☐
Carry out risk assessment for task (SWMS) addressing all site specifics.	☐
The minimum activity shall include the following: - Visual inspection of all elements to check for deterioration or vandalism. - Check correct operation inclusive of normal operation and fail safe. - Visual inspection of all elements to check for deterioration. - Inspect and test all systems as per all standards on all mechanical air systems and their associated components. - Ensure all systems are physically cleaned and clear of any dust or debris - This includes dust extraction hoppers and the associated room. - Air Conditioner filters to be cleaned. - Air Conditioning: - Casing/HVAC plant housing. - Chilled water. - Condensers - air cooled. - Dampers (automatic) - Dampers (manual)	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

- Direct expansion	☐
- Heating/cooling coil (evaporator)	☐
- Duct work	☐
- Electric motors	☐
- Electric resistance	☐
- Heater elements (zone or central)	☐
- Fans (belt drives)	☐
- Fans (direct drives with flexible couplings)	☐
- Fan coil unit	☐
- Filters (dry media and panel filters)	☐
- Heating hot water	☐
- Refrigeration pipework	☐
- Variable refrigerant flow	☐
- Water pipe work	☐
• Extraction Systems:	
- Collection bag	☐
- Dampers	☐
- Ductwork	☐
- Fan	☐
- Filters	☐
- Fume filters	☐
- Hoods	☐
- Hoppers	☐
- Screening fine dust	☐
• Fresh air systems:	
- Dampers	☐
- Ductwork	☐
- Fans	☐
- Filters	☐
• All testing and maintenance to be as per manufacturer recommendations.	☐
• Provide a summary of essential actions required to maintain compliance in the service report.	☐
Complete service report making sure all items are accurate, and details are correct.	☐
Documentation to be submitted with claim: SI Service report.	☐

• Updated asset data information	☐
• Relevant before and after photos	☐
• Job receipts	☐
• Signed site visit logbook	☐
Sign out of the school	☐

Signing off

Contractor Name/s:

Signature:

Date: