

AHU Maintenance Checklist

Weekly Maintenance

- Check condition of air filters (Clean, wash, or replace as needed)

Monthly Maintenance

- Inspect belt and pulley mechanism; check belt tension
- Check humidifier float valve and injection nozzles
- Inspect water flow in drainage pipe
- Check hinges and gaskets of access/entrance doors
- Inspect internal and external coils (heat exchangers); wash if dirty

Semi-Annual Maintenance (Every 6 Months)

- Measure operating current of the motor
- Inspect fan and motor bearings for overheating or noise
- Test operation of all control instruments
- Check condensate tray, drainage and pipe for clogs or biofilm
- Inspect humidifier circulation pump and motor
- Inspect strainer of humidifier
- Inspect entire hot/cold water or steam pipe system
- Replace synthetic wool in panel filters

Annual Maintenance

- Inspect and re-seal filter frame insulation
- Replace synthetic wool in panel filters (if not done earlier)
- Inspect heat exchangers and straighten bent fins with fin comb
- Wash coils with a water jet if needed
- Inspect heat exchangers for leakage
- Bleed water heat exchangers to remove trapped air
- Replace fan and motor belts
- Check tightness of all fan/motor bolts

Klima Global | AHU Maintenance Checklist

- Lubricate fan and motor bearings (if not permanently lubricated)
- Check damper operation
- Inspect AHU doors for proper sealing and functionality
- Inspect piping system fittings and valves
- Inspect cabling, terminals, control, and isolation equipment

Special Maintenance Procedures

Dismounting Water Heat Exchangers for Cleaning:

1. Drain all water inside heat exchanger
2. Disconnect piping connections
3. Remove access side panel
4. Unscrew exchanger mounting nuts
5. Carefully remove the heat exchanger - Leak

Detection in Water Heat Exchangers:

1. Clean surface and fins of the heat exchanger
2. Fill exchanger with water
3. Visually locate the leak
4. Drain water
5. Weld small cracks/holes using oxy-acetylene torch
6. Refill to verify successful repair

Important Notes

- Always power off and lockout system before maintenance
- Only qualified personnel should perform servicing
- Follow original ACS Klima IOM procedures for component-specific instructions
- Use Klima Global-approved spare parts

AHU WEEKLY MAINTENANCE CARD

SERIAL NUMBER OF UNIT:

UNIT LOCATION:

TYPE OF UNIT:

Maintenance Item

Check condition of air filters

Status

Date _____
Checked _____

Checked By	
---------------	--

Remarks

[illegible]

AHU MONTHLY MAINTENANCE CARD					
SERIAL NUMBER OF UNIT:		UNIT LOCATION:			
TYPE OF UNIT:					
Maintenance Item	Status	Date Checked	Checked By	Remarks	
Inspect belt and pulley mechanism; check belt tension					
Check humidifier float valve and injection nozzles					
Inspect water flow in drainage pipe					
Check hinges and gaskets of access/entrance doors					
Inspect internal and external coils (heat exchangers); wash if dirty					

AHU SEMI-ANNUAL MAINTENANCE CARD				
SERIAL NUMBER OF UNIT:		UNIT LOCATION:		
TYPE OF UNIT:				
Maintenance Item	Status	Date Checked	Checked By	Remarks
Measure operating current of the motor				
Inspect fan and motor bearings for overheating or noise				
Test operation of all control instruments				
Check condensate tray, drainage and pipe for clogs or biofilm				

AHU SEMI-ANNUAL MAINTENANCE CARD					
SERIAL NUMBER OF UNIT:		UNIT LOCATION:			
TYPE OF UNIT:					
Maintenance Item	Status	Date Checked	Checked By	Remarks	
Inspect humidifier circulation pump and motor					
Inspect strainer of humidifier					
Inspect entire hot/cold water or steam pipe system					
Replace synthetic wool in panel filters					

AHU ANNUAL MAINTENANCE CARD					
SERIAL NUMBER OF UNIT:		UNIT LOCATION:			
TYPE OF UNIT:					
Maintenance Item	Status	Date Checked	Checked By	Remarks	
Inspect and re-seal filter frame insulation					
Replace synthetic wool in panel filters (if not done earlier)					
Inspect heat exchangers and straighten bent fins with fin comb					
Wash coils with a water jet if needed					
Inspect heat exchangers for leakage					

AHU ANNUAL MAINTENANCE CARD					
SERIAL NUMBER OF UNIT:		UNIT LOCATION:			
TYPE OF UNIT:					
Maintenance Item	Status	Date Checked	Checked By	Remarks	
Bleed water heat exchangers to remove trapped air					
Replace fan and motor belts					
Check tightness of all fan/motor bolts					
Lubricate fan and motor bearings (if not permanently lubricated)					
Check damper operation					

AHU ANNUAL MAINTENANCE CARD						
SERIAL NUMBER OF UNIT:			UNIT LOCATION:			
TYPE OF UNIT:						
Maintenance Item	Status	Date Checked	Checked By	Remarks		
Inspect AHU doors for proper sealing and functionality						
Inspect piping system fittings and valves						
Inspect cabling, terminals, control, and isolation equipment						