

Monthly Maintenance

Before completing the following checks, turn the unit OFF and lock the main power disconnect switch open.

⚠ WARNING

Hazardous Voltage!

Failure to disconnect power before servicing could result in death or serious injury.

Disconnect all electric power, including remote disconnects before servicing. Follow proper lockout/tagout procedures to ensure the power can not be inadvertently energized. Verify that no power is present with a voltmeter.

Filters

Inspect the return air filters. Clean or replace them if necessary. Refer to the unit Service Facts for filter information.

Return Air Smoke Detector Maintenance

Airflow through the unit is affected by the amount of dirt and debris accumulated on the indoor coil and filters.

To insure that airflow through the unit is adequate for proper sampling by the return air smoke detector, complete adherence to the maintenance procedures, including recommended intervals between filter changes, and coil cleaning is required.

Periodic checks and maintenance procedures must be performed on the smoke detector to insure that it will function properly.

For detailed instructions concerning these checks and procedures, refer to the appropriate section(s) of the smoke detector Installation and Maintenance Instructions provided with the literature package for this unit.

Condensate Overflow Switch

During maintenance, the switch float (black ring) must be checked to ensure free movement up and down.

Cooling Season

- Check the unit's drain pans and condensate piping to ensure that there are no blockages.
- Inspect the evaporator and condenser coils for dirt, bent fins, etc. If the coils appear dirty, clean them according to the instructions described in "[Condenser Coil Cleaning](#)," p. 56.
- Manually rotate the condenser fan(s) to ensure free movement and check motor bearings for wear. Verify that all of the fan mounting hardware is tight.
- Inspect the F/A-R/A damper hinges and pins to ensure that all moving parts are securely mounted. Keep the blades clean as necessary.

- Verify that all damper linkages move freely; lubricate with white grease, if necessary.
- Check supply fan motor bearings; repair or replace the motor as necessary.
- Check the fan shaft bearings for wear. Replace the bearings as necessary.
- Check the supply fan belt. If the belt is frayed or worn, replace it. Refer to "[Fan Belt Adjustment—Belt Drive Units](#)," p. 55 for belt replacement and adjustments.
- Verify that all wire terminal connections are tight.
- Remove any corrosion present on the exterior surfaces of the unit and repaint these areas.
- Generally inspect the unit for unusual conditions (e.g., loose access panels, leaking piping connections, etc.).
- Make sure that all retaining screws are reinstalled in the unit access panels once these checks are complete.
- With the unit running, check and record the: ambient temperature; compressor suction and discharge pressures (each circuit); superheat (each circuit); Record this data on an "operator's maintenance log" like the one shown in [Table 24](#), p. 57. If the operating pressures indicate a refrigerant shortage, measure the system superheat. For guidelines, refer to "[Compressor Start-Up](#)," p. 40.

Note: Do NOT release refrigerant to the atmosphere! If adding or removing refrigerant is required, the service technician must comply with all federal, state and local laws.

Heating Season

- Inspect the unit's air filters. If necessary, clean or replace them.
- Check supply fan motor bearings; repair or replace the motor as necessary.
- Inspect both the main unit control panel and heat section control box for loose electrical components and terminal connections, as well as damaged wire insulation. Make any necessary repairs.

Condenser Coil Cleaning

Regular coil maintenance, including annual cleaning, enhances the unit's operating efficiency by minimizing: compressor head pressure and amperage draw; evaporator water carryover; fan brake horsepower, due to increase static pressure losses; airflow reduction.

At least once each year, or more often if the unit is located in a "dirty" environment, clean the condenser coils using the instructions outlined below. Be sure to follow these instructions as closely as possible to avoid damaging the coils.