







## **Maintenance and Operation Department**

The monthly periodic protective maintenance for Packages Form

Maintenance Date:			
Maintenance Action		Examination status	Notes
Inspecting the oil color and level	through		
the visible glass and monitor the oil			
pressure.			
Inspecting the freon condition and reading			
its pressure through the visible glass			
Inspecting the air filters condition, making			
sure they are clean, and replace damaged			
filters.			
monitoring the overall operational status of			
the engines and compressors and ensuring			
there is no sound, abnormal vibration or			
high temperature.			
inspecting the freon extension valve and			
ensure the sensor is tightly touching the			
freon tube and the thermal insulator around			
it is safe.			
Detection and assurance of the functioning			
and safety of all control and safety devices			
for all equipment, air conditioning, and			
heating equipment and making the			
necessary adjustments and testing of their			
response in accordance with the			
manufacturer's instructions.			
Site Supervisor	Technician		Housing Supervisor
Name:	Name:		Name:
Signature:	Signature:		Signature:



Date: \_\_\_\_\_



Number: \_\_\_\_\_