



# RECIPROCATING AIR CONDITIONING AND REFRIGERATION LOG

ADDITIONAL LOG(S) REQUEST TO: Engineering Department, The Hartford Steam Boiler Inspection and Insurance Company,  
P. O. Box 5024, One State Street, Hartford, CT 06102-5024.

*Please specify which log and how many copies per log.*

MANUFACTURER

NUMBER

SIZE

LOCATION

**UNDER 25 HP**

The following checklist is designed to alert owners, operators and service technicians of air conditioning equipment to particular areas requiring attention prior to seasonal start up.

## PRE-SEASON MAINTENANCE AND START-UP LOG

<p><b>MOTORS—OPEN/HERMETIC</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Take insulation resistance readings of motor windings. If the readings indicate less than one megohm resistance, do not start the motor. Check for the cause of low resistance. <b>NOTE: Hermetic Motors</b> Readings less than 30 megohms may indicate moisture in the system or refrigerant in the motor/compressor.</li> <li><input type="checkbox"/> Check air ventilation openings on open type motors for obstruction.</li> <li><input type="checkbox"/> Check bearings on open type motors for adequate and proper lubrication.</li> <li><input type="checkbox"/> Check for broken, cracked, bent or loose blades and hubs.</li> <li><input type="checkbox"/> Check fan shaft and bearings.</li> <li><input type="checkbox"/> Check belt tension and condition.</li> </ul>	<p><b>REFRIGERANT CIRCUIT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be sure that liquid line is equipped with a moisture indicator.</li> <li><input type="checkbox"/> If moisture is indicated, dehydrate the system. Determine and correct source of moisture.</li> </ul>
<p><b>FANS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check for broken, cracked, bent or loose blades and hubs.</li> <li><input type="checkbox"/> Check fan shaft and bearings.</li> <li><input type="checkbox"/> Check belt tension and condition.</li> </ul>	<p><b>MOTORS CONTROLS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inspect starter contacts for deterioration-pitting, corrosion, etc.</li> <li><input type="checkbox"/> Check terminal connections for tightness.</li> <li><input type="checkbox"/> Examine overload protection for adequate size and defects.</li> <li><input type="checkbox"/> Determine that timing devices have correct operating sequence.</li> <li><input type="checkbox"/> Check mechanical linkage for binding and looseness.</li> </ul>
<p><b>OPERATING CHARACTERISTICS</b></p> <p>Normal operating conditions include certain levels of noise, vibration, temperature, and pressure. These levels may vary within certain limits depending on the season of the year or</p>	<p><b>OPERATING AND SAFETY CONTROLS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Test thermostatic controls by immersing in bucket of ice water.</li> <li><input type="checkbox"/> Test oil pressure differential switches and high pressure cut out mechanically and electrically.</li> <li><input type="checkbox"/> Examine flow switch by removing and checking for corrosion and proper linkage operation.</li> <li><input type="checkbox"/> Determine that all controls are properly calibrated and in good working condition. Thermostatic expansion valve checked for proper superheat.</li> </ul>
<p><b>MOTORS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check the condition of bearings, packing, shaft coupling and seals.</li> </ul>	<p><b>COMPRESSORS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Crankcase heaters energized 24 hours before start up.</li> <li><input type="checkbox"/> Crankcase oil at normal level in sight glass.</li> <li><input type="checkbox"/> Lubricating oil tested for acidity and color.</li> <li><input type="checkbox"/> Examine valves for signs of wear, cracking and fatigue.</li> </ul>
<p><b>CONDENSER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clean heat transfer surfaces with solution marketed for their specific use and type.</li> <li><input type="checkbox"/> Cooling towers: Baffles should be tight, sound and clean. The sump, spray nozzles and overflow drain should be clean. The makeup water valve should be checked for proper operation.</li> </ul>	<p><b>AIR/SHELL AND TUBE/EVAPORATIVE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clean heat transfer surfaces with solution marketed for their specific use and type.</li> </ul>

NAME OF SERVICE COMPANY AND TELEPHONE NUMBER \_\_\_\_\_ DATE SERVICED \_\_\_\_\_

NAME OF SERVICE TECHNICIAN \_\_\_\_\_

## LOG THIS INFORMATION WEEKLY

the heat load applied to the system. Any change in the normal operating characteristics is a warning of trouble. Your service concern should be notified. A reliable service concern should regularly check all parts of the system to minimize the possibility of breakdown.

DESCRIPTION OF NORMAL OPERATING CONDITIONS	COLOR	LEVEL	DISCHARGE TEMP.	SUCTION TEMP.	DISCHARGE PRESSURE	SUCTION PRESSURE	EVAPORATOR FILTER	CONDENSER FILTER	DATE REVIEWED
<p><b>MOISTURE INDICATOR SIGHT GLASS</b></p> <p>This device should be observed to determine any change in the indicator chemical color or the presence of gas bubbles in the liquid refrigerant. In either case your service technician should be consulted.</p>									
<p><b>OIL SIGHT GLASS</b></p> <p>Observe this glass to establish that sufficient oil is in the compressor crankcase. Oil leakage should not be tolerated. Any change in the normal oil level should be investigated immediately by your service technician.</p>									
<p><b>TEMPERATURE</b></p> <p>In operation temperature levels for the compressor suction and discharge should be established and recorded. Any unusual change in these temperatures should be called to the attention of your service technician.</p>									
<p><b>PRESSURE</b></p> <p>The operating pressure levels should be established and recorded. Any unusual change in these pressures should be called to the attention of your service technician.</p>									
<p><b>FILTERS</b></p> <p>Regular cleaning of the air filters serving the evaporator and the air-cooled condenser is important to the successful operation of your unit. If a water cooled condenser is used the water side must be kept clean.</p>									

NAME OF EMPLOYEE RESPONSIBLE FOR LOG UPDATE \_\_\_\_\_ LOG REVIEWED BY (Give Name) \_\_\_\_\_ DATE REVIEWED \_\_\_\_\_