



Hoffman

2100 Hoffman Way
Minneapolis, MN 55303
United States
nVent.com

Maintenance/Inspection Recommendations

(To be performed on a bi-annual basis or more frequently as required for the operating environment)

1. **Operational Inspection** – run unit through all modes of operations and records temperatures, voltages, amperes.
2. **Visual Inspection** – visually inspect unit for damage, cleanliness, missing-loose-broken parts.
3. **Filter Maintenance** – inspect, clean and replace filter as necessary.
4. **Clean Unit** – inspect and clean coils, fans/blowers, louvers, air inlets/outlets, interior and exterior of unit as required.
5. **Thermostat Cycle/Sequence** – cycle thermostat through all modes of operation to ensure proper cycling and thermostat operation. Adjust thermostat to proper setting (typically 80°F-85°F)
6. **Air Flow and Circulation** – inspect A/C unit, cabinet and surrounding area to ensure adequate airflow to/from the unit on the inlet and outlet air channels for the ambient and cabinet.
7. **Seals, Gaskets and Leaks** – inspect and repair the seals, gaskets and access holes around the unit and/or cabinet that show signs of leaking air and/or moisture.
8. **Condensate and Drains** – inspect and clean the condensate pans and drains to ensure proper drainage and dissipation of moisture.
9. **Electrical/Wiring** – inspect for loose, damaged, corroded or chaffing wiring and connections. Tighten, insulate or tie up as required.
10. **Options and Accessories** – check operation and functionality of optional and accessory items such as, digital display/controller, door switches, alarm switches, air baffles/deflectors, etc...
11. **Refrigeration System** – inspect refrigeration tubing/lines for signs of leaks, rubbing, corrosion or damage. Check compressor for proper operation, mounting, visible signs of exposure to high heat.
12. **Maintenance Records** – Update maintenance records on unit and in management system.