

Chiller Maintenance

A chiller maintenance record with equipment details, water circuit and refrigerant observations, operating readings, service work and handback limits.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

For competent chiller technicians using the manufacturer procedure. This record does not calculate statutory leak-check intervals, authorise refrigerant handling or replace pressure-system examinations.

GOV.UK describes leak-check and record-keeping duties for relevant F gas equipment. Requirements depend on the equipment and refrigerant. Identify the applicable regime and keep the required refrigerant records separately or by a clearly linked reference.

2. Equipment and work

Chiller asset ID and location *

Manufacturer, model and serial number *

Scan the data plate

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, model number, asset number.

Maintenance procedure and revision *

Technician and competence reference *

Planned work and exclusions *

Safe isolation or permit reference *

3. System information

Refrigerant type and charge from equipment records

F gas register and leak-check reference

Water circuit, treatment and set-point references

Operating hours and reported alarms

4. Service checks

Heat exchangers and air paths checked to procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Water flow, strainers and visible leaks checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Compressor condition and oil observations recorded where applicable * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Controls, alarms and safety devices checked to procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Measured value (copy this block for each one)

Measurement point and parameter *

Actual value and unit *

Acceptance range and source *

Instrument ID and calibration reference

Assessment * (choose one)

☐ Within criterion ☐ Outside criterion ☐ Unable to assess

Response to exception * (if applicable)

5. Work and handback

Work performed and parts used

Post-work tests and evidence

Record the authorised test, operating conditions and result against the specified criterion. Do not turn one reading into a general performance guarantee.

Equipment handback * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Condition and work evidence photos (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.