

Tarikh: 07 Julai 2023



Kementerian Kesihatan Malaysia

***WORK INSTRUCTION (WI) AIR
CONDITIONING SPLIT UNIT
PROGRAM KELESTARIAN
HOSPITAL QUEEN ELIZABETH II***

**UNIT KEJURUTERAAN
HOSPITAL QUEEN ELIZABETH II**

BERKUAT KUASA MULAI: 07 JULAI 2023

No. Rujukan: HQE2/JRT(DOK.DLMN)/08



**WORK INSTRUCTION (WI) AIR
CONDITIONING SPLIT UNIT
PROGRAM KELESTARIAN
UNIT KEJURUTERAAN , HOSPITAL QUEEN
ELIZABETH II**

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DIKEMASKINI PADA : 07 JULAI 2023



	HOSPITAL QUEEN ELIZABETH II		
	NAMA DOKUMEN	<i>WI AIR CONDITIONING SPLIT UNIT</i> PROGRAM KELESTARIAN	No. Siri : 00
	NO. DOKUMEN	HQE2/JRT(DOK.DLMN)/08	Muka Surat 4 dari 10
<i>WORK INSTRUCTION (WI)</i>			

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1.0 SAFETY AND HEALTH PRECAUTION

- Wear appropriate PPE

2.0 ENVIRONMENT CAUTION

- High Voltage
- Noise Hazard
- Slippery
- Rotation and moving components

3.0 EQUIPMENT & TOOLS


- Tool box
- Ladder

4.0 FREQUENCY

- Monthly

5.0 PURPOSE

- To carry out proper maintenance of Air Conditioning Split Unit (ACSU) in order to meet operational parameters.
- To optimize the operation of the ACSU and its fittings and accessories in order to minimize the probability of breakdown and to implement energy management practice.

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6.0 OPERATION & MAINTENANCE FLOW CHART

1. Start.
2. Check log sheet on previous shift record/notes.
3. Turn ON the air conditioning. After powered on, the unit will start to run.
(*Note: When it is powered on, the guide louver of main unit will open automatically.*)
4. Press MODE button, select desired running mode, or press COOL / Humidity / Fan mode to enter into the corresponding operation directly.
5. Pressing (+) or (-) button, and set the temperature to 24°C.
6. Press key to set the fan speed. AUTO, LOW, MEDIUM and HIGH are available at your selection.
7. The room temperature must be between 23- 26 °C. If the room temperature is beyond the control limit, call for troubleshooting.
8. Turn OFF the air conditioning when not needed.
9. If one of the equipment not working properly, start troubleshoot for corrective actions.
10. Record data on log sheet.
11. End



HOSPITAL QUEEN ELIZABETH II

NAMA DOKUMEN

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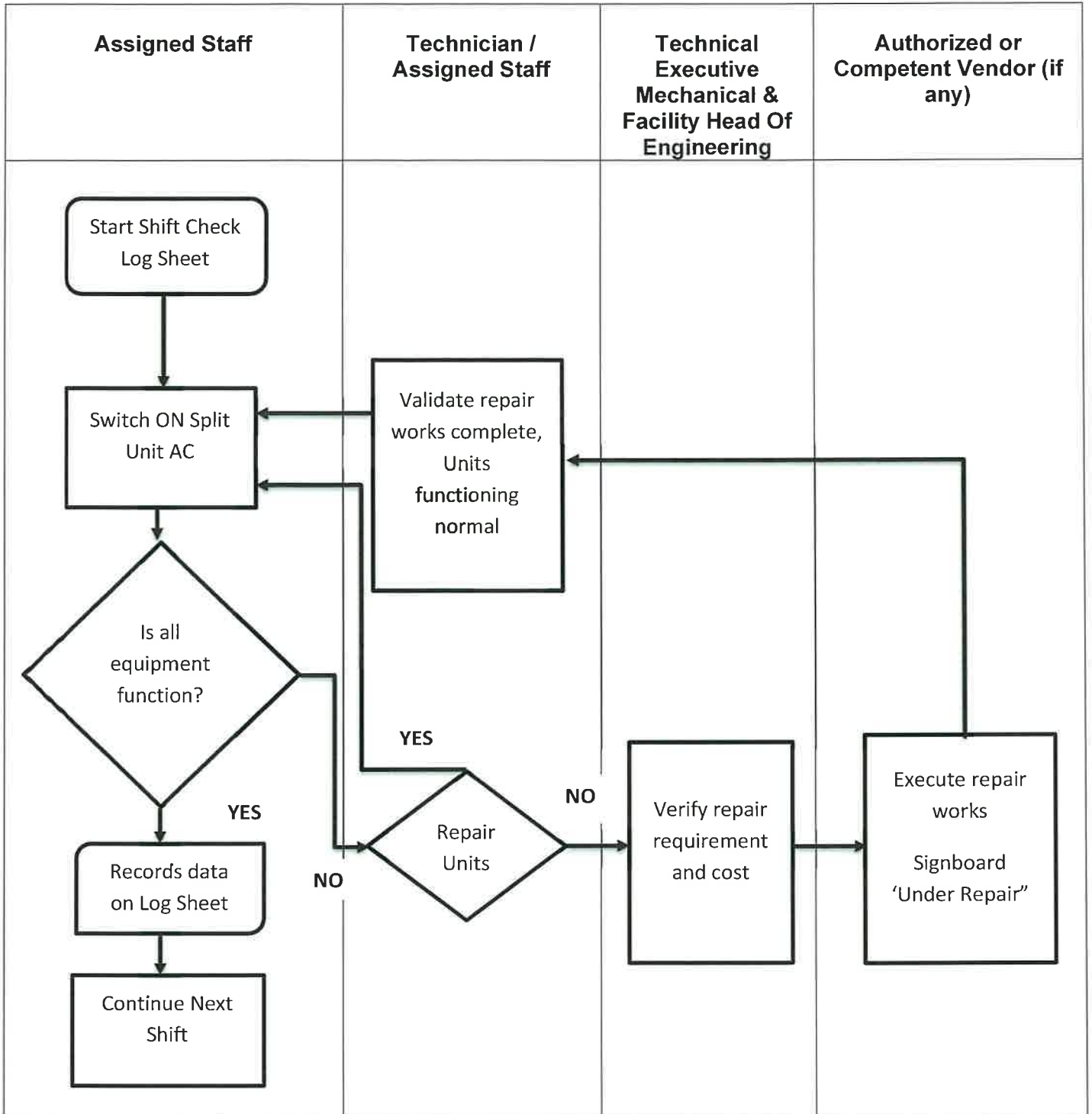
No. Siri : 00

NO. DOKUMEN

HQE2/JRT(DOK.DLMN)/08

Muka Surat 7 dari 10

WORK INSTRUCTION (WI)



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7.0 LOG SHEET

CAUTION:

Ensure the stipulated safety procedures are followed while carrying out the PM activities.

Estimated PM hours:

A.	General Checks	Comply		Remarks
		Yes	No	
a)	Notify user dept that unit will be out of service for preventive maintenance			
b)	Perform unit shutdown			


B.	Safety Precautions	Comply		Remarks
		Yes	No	
a)	Carry out lock out/tag out procedures			
b)	Use appropriate PPE			

C.	Performance (Qualitative) Checklist	Comply		Remark
		Yes	No	
1.0	General			
a)	To check refrigerant piping insulation for tear or loose connection. To re-insulate if necessary.			
b)	To clean drain pan and drain pipe for any clogging			
c)	Check starter and any other electrical component for sign of burn, loose connection and oxidizing.			
2.0	Indoor Unit			
a)	To clean evaporator coil, blower fans, and external housing			
b)	Clean air filters. Replace if necessary.			
c)	Clean the sensing bulb.			

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d	Check off-coil temperature			
3.0	Outdoor Unit			
a)	To clean coil, fans, insect screens and external housing			
b)	Inspect electrical components and wirings			
c)	Check refrigeration system for low pressure, top-up if required			
d)	Check refrigeration system for leak, raise corrective work order if necessary			

D.	Performance Checklist	Comply		Remarks																				
		Yes	No																					
	Operational Log – Run system and record data																							
a)	Test thermostat functionality																							
b)	Record running current and Off-coil temperature. Compare with the name plate if available: (Amp) <table border="1" data-bbox="268 1211 1225 1617" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Parameter</th> <th>Name Plate Running Amp (if available)</th> <th colspan="2">Running Amp</th> <th>Off-coil Temperature (deg. C)</th> </tr> </thead> <tbody> <tr> <td>Data: R Y B</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Control Parameter</td> <td>Min :</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Max :</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Remark : If single phase, take 1 reading only	Parameter	Name Plate Running Amp (if available)	Running Amp		Off-coil Temperature (deg. C)	Data: R Y B					Control Parameter	Min :					Max :						
Parameter	Name Plate Running Amp (if available)	Running Amp		Off-coil Temperature (deg. C)																				
Data: R Y B																								
Control Parameter	Min :																							
	Max :																							
c)	Record suction refrigerant pressure (Psig)																							
d)	Record discharge refrigerant pressure (Psig). If discharge point available																							
e)	Notify user department that unit is back in service																							

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E.	Checklist for Safety Inspection on Completion of PM:	Comply		Remarks
		Yes	No	
a)	Remove lock out and tag out			
b)	Raise Schedule Corrective Maintenance work order as necessary			

F. Consumables used during maintenance:

G. Part Replaced

H. Tools/Equipment used:

1. Tool box
2. Thermometer (digital)
3. Clamp meter/multimeter
4. Fin comb
5. Manifold gauges

PPM has been performed in compliance to the checklist and the plant/equipment functions satisfactory to the intended purpose.

Remarks : _____

Performed by :

Signature: _____

Name :

Designation :

Company :

Date :