



## SOP- Air Conditioners

Proper air conditioner maintenance will ensure that the equipment continues to provide the cooling needed especially during summers.

### Air Conditioner Maintenance - Check the Condenser

- Disconnect the power supply to the unit before cleaning the condenser.
- Condensing unit is usually located outside, where the compressor, fan and the condensing coils are located. Make sure that there are no obstruction to the fan and air flow of the condenser.
- Remove all dried leaves, plastic bags and other unwanted materials stuck to the condenser.
- Use a brush to remove them from the coils and ensure that the air can blow unobstructed from the condenser.
- Do not have to cover up the unit when not in used as these units are robust enough to withstand the harsh outside temperature.

### Air Conditioner Maintenance - Check and Clean Filters

- Indoor evaporator unit are fitted with removable filters. These filters are to be removed and washed with water and neutral soap to get rid of the dust.
- Rinse and dry before putting back in the unit and do not use any oil or chemical to clean the filter.
- Do it at least once a month and change them if they are dirty.

Ravi Kant Swami  
3 Sept. 2019



## **Air Conditioner Maintenance - Check and Clean Evaporator**

- For the coils of indoor evaporator, use a vacuum cleaner or a wet cloth to clean them.
- Do it at least once a month or every 2 weeks.
- Keeping the evaporator clean will ensure that the cooling capacity of the air conditioner is not lost due to the dirt that obstructs the flow of air to the room.

## **Remote Control**

- Make sure that it is working by checking the display and using it to control the unit.
- If the control is not to be used for a long period, remove the batteries.
- The electronic control will ensure that you are able to operate the air conditioner effectively.
- Use of timer and other energy saving modes are recommended to save the energy.
- Make sure that you are operating the right mode and temperature to get the desired cooling effect.

(Note that there are a few operating modes i.e. cooling, heating, fan or auto mode.)

## **Start and Stop Unit Operation**

- For a split system with remote control, always use the remote control to start or stop the air conditioner instead of turning on/off using the power supply switch.

These simple technical tips will save time and money in the long run.



*Ravi Kant Swami  
3 Sept. 2019*