

ANNUAL SERVICE AND MAINTENANCE PLAN

(Warranty Appendix 1) Ecoforest Heat Pumps

Ecoforest heat pumps require minimal maintenance. However, to ensure that the equipment functions correctly and to prevent any anomalies during use, it is advisable to carry out annual maintenance. Maintenance work helps to reduce breakdowns, increase the useful life of the equipment and increase its energy efficiency.

ANNUAL SERVICE CHECKLIST

Address and Postcode	
Ground or Air Source system	
If Ground Source (configuration; i.e., Closed, open, etc.)	
Specialist Commercial (i.e. Pool, District, Process, etc.)	
Date of Original Commissioning	
Heat Pump Model Number	
Heat Pump Serial Number	
Cylinder Size (if appropriate)	
Installation Type	** Please tick below as appropriate **
Space Heating	☐
DHW	☐
Heating and Cooling	☐
Hybrid (Bivalent System)	☐
Cascade (multi-unit)	☐
Cooling Passive	☐
Cooling Active	☐
Simultaneous Cooling	☐
Thermal Storage	☐
Zoned	☐

Each requirement must be completed and confirmed in the box provided.
Any questions answered No, complete remedial action in each required section.



Software & Configuration

Update to the most recent software version approved by the Ecoforest R&D Department.	Software Version Number:
Check the configuration of the equipment.	Notes:
Modify the configuration of the equipment where required.	Notes:
Verify pressures in the circuit.	Pressure:
Verify flow and return temperatures.	Flow temp: Return Temp:
Verify energy meters.	Reading in kWh:
Verify compressor operation, including operating hours and start/stop ratio.	Operating hours: Start/Stop ratio:



Leaks in the Circuit

Check the refrigerant circuit for leaks.	Leaks Present: Yes ☐ No ☐ Remedial Action Taken:
Check the hydraulic circuit for leaks.	Leaks Present: Yes ☐ No ☐ Remedial Action Taken:



Electrical Wiring

Check all electrical connections to the heat pump.	Connections compliant: Yes ☐ No ☐ Remedial Action Taken:
Check electrical connections between the equipment and the property/system.	Connections compliant: Yes ☐ No ☐ Remedial Action Taken:



Filter Cleaning

Inspect filters for dirt or restriction.	Filters Clear: Yes ☐ No ☐ Remedial Action Taken:
Clean the indoor unit filters where required.	Filters Clear: Yes ☐ No ☐ Remedial Action Taken:
Confirm filter condition supports effective equipment performance.	Filters Clear: Yes ☐ No ☐ Remedial Action Taken:



Verification of Expansion Vessels

Verify the expansion vessel condition and operation.	Condition Good: Yes ☐ No ☐ Remedial Action Taken:
Confirm pressure changes are being absorbed correctly by the expansion vessel.	Pressure Changes Normal: Yes ☐ No ☐ Remedial Action Taken:
Confirm the system is not exceeding the maximum working pressure due to expansion issues.	System compliant: Remedial Action Taken:



Verification of Other Components Installation

Check valves for condition and correct operation.	Valves Correct: Yes ☐ No ☐ Remedial Action Taken:
Check pipe sections for condition and suitability.	Pipe Sections Correct: Yes ☐ No ☐ Remedial Action Taken:
Check any other installation element that may cause the equipment to malfunction.	Installation Checked: Yes ☐ No ☐ Remedial Action Taken:



Manual Component Testing

Manually test the collection circulator pump.	Collection pump checked: Yes ☐ No ☐ Remedial Action Taken:
Manually test the production circulator pump.	Production pump checked: Yes ☐ No ☐ Remedial Action Taken:
Manually test the DHW recirculation pump, where applicable.	DHW pump checked: Yes ☐ No ☐ Remedial Action Taken:
Manually test the DHW production valve.	DHW Valve checked: Yes ☐ No ☐ Remedial Action Taken:
Manually test the cycle reversing valve.	Cycle Reverse Valve checked: Yes ☐ No ☐ Remedial Action Taken:
Manually test the pool valve, where applicable.	Pool Valve checked: Yes ☐ No ☐ Remedial Action Taken:
Manually test drive units, where applicable.	Drive Units Checked: Yes ☐ No ☐ Remedial Action Taken:
Manually test the back-up heating system.	Back-up System Checked: Yes ☐ No ☐ Remedial Action Taken:
Manually test the expansion valve or fan, where applicable.	Expansion Valve/Fan Checked: Yes ☐ No ☐ Remedial Action Taken:



Glycol Level

Check that the concentration level of glycol in the collection circuit is adequate.	Glycol Concentration Checked: Yes ☐ No ☐ Remedial Action Taken:
Record or confirm glycol level in accordance with the applicable service requirements.	Glycol Level compliant: Yes ☐ No ☐ Level = Remedial Action Taken:

ENGINEER / SERVICE PROVIDER SIGN-OFF

I confirm that the annual service and maintenance requirements above have been completed and recorded accurately.

Name	
Company Name	
Company Position	
Date	
Signature	