VILLAFIX

Dubai Villa AC Maintenance Checklist

For Dubai Homeowners & Property Managers | Print Checklist

Villa / Property Address:	**Villa / Property Name:**
Inspection Date:	**Inspected By:**
Occupancy: ☐ Occupied ☐ Vacant ☐ Holiday Home	**Number of AC Units:**
System Type: ☐ Split units ☐ Ducted / central ☐ Mixed	**Unit Age (years):**
Community: ☐ Emaar ☐ Nakheel ☐ DAMAC ☐ Other community ☐ Independent	**Last Professional Service:**

How to use: Walk through the villa unit by unit. Do the filter and outdoor checks yourself, and hand the technician items to a qualified AC company. Use this checklist before summer, again mid-summer, and again before you travel. Mark what is fine, what needs watching, and what needs a technician. In Dubai a villa AC can run 20 hours a day or more in peak summer, so small problems grow fast.

1. Filters & Airflow (You)

A clogged filter makes the system work harder. Up to 15% more electricity is the commonly quoted figure (US guidance, not a Dubai test).

Check Item	OK	Watch	Service	N/A	Notes
Indoor filters rinsed with plain water and fully dry before refitting	☐	☐	☐	☐	
Filters rinsed every 2-4 weeks in summer (DEWA: at least monthly)	☐	☐	☐	☐	
Vents and grilles are clear of furniture and curtains	☐	☐	☐	☐	
Airflow from every vent feels strong and cold	☐	☐	☐	☐	
Thermostat set at 24°C or higher when you are home	☐	☐	☐	☐	
Curtains or blinds closed on sun-facing windows in the afternoon	☐	☐	☐	☐	

Action required: _____

2. Condensate Drain & Ceiling (Technician)

A blocked drain overflows into the gypsum ceiling. This is the most common cause of ceiling leaks and musty smells.

Check Item	OK	Watch	Service	N/A	Notes
Drain line flushed before summer	☐	☐	☐	☐	
Drain pan clean, with no sludge or algae	☐	☐	☐	☐	
No stains, sagging or bubbling on the gypsum ceiling under any unit	☐	☐	☐	☐	
No dripping or dampness around any indoor unit	☐	☐	☐	☐	
Drain line checked again every 2-3 months	☐	☐	☐	☐	
Drain line end location known, and trap not dried out (if a sewage smell lingers)	☐	☐	☐	☐	

Action required: _____

3. Outdoor Condenser (You + Technician)

A sand-caked coil cannot release heat. You get lukewarm air and a higher DEWA bill. Switch off at the isolator before touching anything.

Check Item	OK	Watch	Service	N/A	Notes
At least 60 cm of clear space around every outdoor unit	☐	☐	☐	☐	
No leaves, plastic, dust or debris around or on the unit	☐	☐	☐	☐	
Sand washed off the coil fins at low pressure (never a hard jet)	☐	☐	☐	☐	
Fins are straight, with no bent or crushed areas	☐	☐	☐	☐	
Unit is not covered, even in winter	☐	☐	☐	☐	
Outdoor fan spins freely and quietly	☐	☐	☐	☐	
Extra check done after any sandstorm	☐	☐	☐	☐	

Action required: _____

4. Gas & Electrical (Technician Only)

AC systems do not use up gas. If the level is low, there is a leak. Do not open electrical panels yourself.

Check Item	OK	Watch	Service	N/A	Notes
Gas pressure checked (R410A or R22, as per the unit label)	☐	☐	☐	☐	
Pipes inspected for tiny leaks, and any leak found and fixed (not just topped up)	☐	☐	☐	☐	
Electrical terminals tightened	☐	☐	☐	☐	
Contactors checked for heat damage	☐	☐	☐	☐	
Thermostat calibrated	☐	☐	☐	☐	
Breaker size and condition checked	☐	☐	☐	☐	
Written report with photos received	☐	☐	☐	☐	

Action required: _____

5. Smells, Noise & Bills

Check Item	OK	Watch	Service	N/A	Notes
No musty or sewage smell when the unit starts	☐	☐	☐	☐	
No new rattle, buzz or squeal	☐	☐	☐	☐	
Unit does not switch on and off every few minutes	☐	☐	☐	☐	
No ice on the pipes or indoor coil	☐	☐	☐	☐	
Room reaches the set temperature	☐	☐	☐	☐	
DEWA bill is in line with the same month last year	☐	☐	☐	☐	
Unit is under about 10 years old (DEWA's optimal lifetime)	☐	☐	☐	☐	

Action required: _____

6. Before You Leave for the Summer

Do not switch the AC off for weeks. A closed, humid villa grows mould quickly. For a few hours out, DEWA advises switching off or raising to 27°C.

Check Item	OK	Watch	Service	N/A	Notes
Filters rinsed and drain line clear before you go	☐	☐	☐	☐	
AC left ON, mode Auto, set between 25°C and 27°C	☐	☐	☐	☐	
Curtains and blinds closed in sun-facing rooms	☐	☐	☐	☐	
Humidity meter placed in the room that smells first	☐	☐	☐	☐	
Indoor humidity kept below 60% (ideally 30-50%)	☐	☐	☐	☐	
Neighbour or property manager to check for drips and smells weekly	☐	☐	☐	☐	
Technician's number given to the person checking	☐	☐	☐	☐	

Action required: _____

Warning Signs

- ☐ Weak or lukewarm cooling
- ☐ Ice on pipes or coil
- ☐ New noise
- ☐ Sand on outdoor coil
- ☐ Musty or sewage smell
- ☐ Breaker trips
- ☐ Unit cycles on and off
- ☐ Unit 10+ years old
- ☐ Water dripping from ceiling unit
- ☐ DEWA bill jumped
- ☐ Stained gypsum ceiling
- ☐ Other: _____

Priority of Action

☐ **MONITOR**
Cooling is steady, no smells, drips or ice, and the last service was within 6 months. Keep rinsing filters and book your yearly pre-summer service.

☐ **PLAN A SERVICE**
Weak cooling, a musty smell, a higher DEWA bill, new noise, or over 12 months since a service. Rinse filters today, then book a technician.

☐ **ACT NOW**
Water dripping from a ceiling unit, ice on the pipes, or a breaker that trips. Switch the unit off and call a technician before using it again.

7. Contract & Quote Comparison

Planning figures: AED 150-250 for a single-unit callout. An AC-only contract for 5-6 units is about AED 1,200-3,500 a year. A whole-villa contract is a different product (about AED 6,000-12,000+).

Check Item	OK	Watch	Service	N/A	Notes
Three written quotes for the same visit list	☐	☐	☐	☐	
Price per unit and number of visits per year stated	☐	☐	☐	☐	
Visit list written: filters, coil wash, gas pressure, drain flush, thermostat	☐	☐	☐	☐	
Response time in writing (under 48 hours)	☐	☐	☐	☐	
Parts covered, capped or extra, with the markup stated	☐	☐	☐	☐	
After-hours callout surcharge stated	☐	☐	☐	☐	
Written report with photos after every visit	☐	☐	☐	☐	
Trade licence and refrigerant-work certification checked	☐	☐	☐	☐	
Cancellation and refund terms understood	☐	☐	☐	☐	

Action required: _____

Service Record

Date	Company	Units Serviced	Work Done	Gas Pressure Noted	Cost (AED)	Next Due

Issues Requiring Follow-Up

Issue	Unit / Room	Priority	Recommended Action	Target Date	Done

Seasonal Quick Checks

Before Summer (March-April)

- [ ] Book main service
- [ ] Condenser washed
- [ ] Drain line flushed
- [ ] Gas and electrical checked

During Summer (Monthly)

- [ ] Filters rinsed every 2-4 weeks
- [ ] Drain and ceiling checked
- [ ] Outdoor units clear
- [ ] Humidity reading taken

Before You Travel

- [ ] Filters and drain done
- [ ] Humidity meter placed
- [ ] Auto 25-27 degrees set
- [ ] Weekly check arranged

After a Sandstorm

- [ ] Outdoor coil checked
- [ ] Debris cleared
- [ ] Filters rinsed
- [ ] Airflow tested

After Summer (October)

- [ ] Post-summer service booked
- [ ] Service record updated
- [ ] Sand washed from coil
- [ ] Next year's contract reviewed

VillaFix Safety Reminder

This checklist is designed for visual inspection and routine homeowner monitoring. Switch the unit off at the isolator before touching outdoor parts. Do not open electrical panels, handle refrigerant, climb onto unsafe roofs, or cut into a wet ceiling yourself. Gas, electrical and leak work needs a qualified technician.

VillaFix — Professional Villa Maintenance & Inspection Support in Dubai
Serving villa owners across Dubai, including DAMAC Hills, DAMAC Hills 2 and The Valley by Emaar.

Book a Pre-Summer AC Service