

Preventative Maintenance Checklist

Air Conditioner

1. Check and adjust thermostat.
2. Check the condenser coil to determine if it needs cleaning.
3. Check all wiring and connections to controls and electrical connections.
4. Check blower belt wear, tension & adjust.
5. Check voltage & amperage draw on all motors w/meter.
6. Check compressor contactor.
7. Visually inspect compressor and check amp draw.
8. Check start capacitor & potential relay.
9. Check pressure switch cut-out setting.
10. Replace air filter or clean reusable type filter.
11. Install gauges & check operating pressures.
12. Check refrigerant (freon) level and advise if adjustments necessary.
13. Check condensate drain and pan then advise of any discrepancies.
14. Check expansion valve & coil temperatures.
15. Lubricate parts as needed.
16. Check evaporator coil and advise if dirty or if it needs cleaning.
17. Check the shape that the total system is in and advise client/customer of discrepancies.

Heat Pump

1. Check and adjust thermostat.
2. Check to make sure that the indoor & outdoor units come on.
3. Replace the air filter or clean if reusable type.
4. Check bearings & lubricate blower motor if needed.
5. Check blower belt, wear, tension & adjust as needed.
6. Check electrical connections for tightness.
7. Check evaporator coil to determine if it needs cleaning.
8. Check voltage to unit.
9. Check blower motor amp draw.
10. Check electric heaters w/amp probe and voltage during heating inspection.
11. Check condenser motor bearings & lubricate if needed.
12. Check condenser motor amp draw.
13. Check refrigerant (freon) level.
14. Check compressor amp draw.
15. Check crankcase heater if compressor has one installed.
16. Check defrost controls.
17. Check reversing valve operation.
18. Check coil temperature.
19. Check condensate drain and pan then advise of any discrepancies.
20. Perform visual inspection of ductwork and makes notes regarding discrepancies.
21. Check the shape that the total system is in and advise client/customer of discrepancies.

Electric Heat

1. Check and adjust thermostat.
2. Check to make sure that the indoor unit comes on.
3. Replace the air filter or clean if reusable type.
4. Check bearings & lubricate blower motor if needed.
5. Check blower belt, wear, tension & adjust as needed.
6. Check evaporator coil to determine if it needs cleaning.
7. Check voltage to unit.
8. Check amp draw on motor.
9. Check amperage draw on each element.
10. Check total amperage draw on elements.
11. Check heat sequencer.
12. Check electrical wiring and connections.
13. Check temperature rise.
14. Check supply temperature.
15. Check heat anticipator.
16. Perform visual inspection of ductwork and makes notes regarding discrepancies.
17. Check the shape that the total system is in and advise client/customer of discrepancies.

Gas Furnace

1. Check and adjust thermostat.
2. Check heat anticipator.
3. Check to make sure furnace/heat comes on.
4. Replace the air filter or clean if reusable type.
5. Check blower motor bearings & lubricate if needed.
6. Check blower belt wear, tension & adjust as needed.
7. Check the flue for rust & corrosion and advise of discrepancies.
8. Check flue for satisfactory operation.
9. Check, clean and adjust pilot if needed.
10. Check electronic spark ignition control for proper operation.
11. Check all wiring and connections to controls and electrical connections.
12. Check burners to see if they need cleaning and advise.
13. Check and adjust burners for fuel efficiency.
14. Check heat exchanger for cracks, soot & rust.
15. Check heat exchanger for cracks when the furnace is hot.
16. Check blower motor & induce draft motor amps.
17. Check manifold pressure.
18. Check fan controls
19. Test safety shutoff response.
20. Check condensate drain and pan then advise of any discrepancies.
21. Perform visual inspection of ductwork and makes notes regarding discrepancies.
22. Check the shape that the total system is in and advise client/customer of discrepancies.

Dual Fuel/ Heat Pump Furnace

1. Check and adjust thermostat.
2. Check to make sure that the indoor & outdoor units come on, which includes the furnace.
3. Replace the air filter or clean if reusable type.
4. Check bearings & lubricate blower motor if needed.
5. Check blower belt, wear, tension & adjust as needed.
6. Check electrical connections for tightness.
7. Check evaporator coil to determine if it needs cleaning.
8. Check voltage to unit.
9. Check blower motor amp draw.
10. Check electric heaters w/amp probe and voltage during heating inspection.
11. Check condenser motor bearings & lubricate if needed.
12. Check condenser motor amp draw.
13. Check refrigerant (freon) level.
14. Check compressor amp draw.
15. Check crankcase heater if compressor has one installed.
16. Check defrost controls.
17. Check reversing valve operation.
18. Check coil temperature.
19. Check the flue for rust & corrosion and advise of discrepancies.
20. Check flue for satisfactory operation.
21. Check, clean and adjust pilot if needed.
22. Check electronic spark ignition control for proper operation.
23. Check and adjust burners for fuel efficiency.
24. Check heat exchanger for cracks, soot & rust.
25. Check heat exchanger for cracks when the furnace is hot.
26. Check blower motor & induce draft motor amps.
27. Check manifold pressure.
28. Check fan controls
29. Test safety shutoff response.
30. Check condensate drain and pan then advise of any discrepancies.
31. Perform visual inspection of ductwork and makes notes regarding discrepancies.
32. Check the shape that the total system is in and advise client/customer of discrepancies.