

MAINTENANCE

INSPECTION LIST

AIR CONDITIONER

22-point inspection

1. Inspect and clean the outdoor condensing unit
2. Inspect the indoor coil
3. Inspect for visible refrigerant leaks
4. Inspect the condensate drain pan
5. Inspect the condensate drain line and p-trap
6. Inspect wiring and control unit
7. Inspect the blower assembly
8. Inspect the thermostat operation and programming
9. Verify suction and discharge pressure
10. Verify supply and return air static pressure
11. Inspect safety controls
12. Inspect electrical component
13. Verify temperature drop (and rise on heat pump)
14. Verify correct superheat or sub-cooling
15. Verify motor amps
16. Clean control panel
17. Verify correct voltage to equipment
18. Verify blower speed
19. Inspect refrigerant lines
20. Cycle equipment to verify operation
21. Clean or replace filter
22. Provide a written diagnostic report of findings

HEAT PUMP

22-point inspection

1. Inspect and clean the outdoor condensing unit
2. Inspect the indoor coil
3. Inspect for visible refrigerant leaks
4. Inspect the condensate drain pan
5. Inspect the condensate drain line and p-trap
6. Inspect wiring and control unit
7. Inspect the blower assembly
8. Inspect the thermostat operation and programming
9. Verify suction and discharge pressure
10. Verify supply and return air static pressures
11. Inspect safety controls.
12. Inspect electrical component
13. Verify temperature drop (and rise on heat pump)
14. Verify correct superheat or sub-cooling
15. Verify motor amps
16. Clean control panel
17. Verify correct voltage to equipment
18. Verify blower speed
19. Inspect refrigerant lines
20. Cycle equipment to verify operation
21. Clean or replace filter
22. Provide a written diagnostic report of findings

MINI SPLIT

40-point inspection

Outdoor Unit

1. Inspect and clean the outdoor condenser
2. Inspect the indoor coil
3. Inspect for visible refrigerant leaks
4. Inspect the condensate drain pan
5. Inspect the condensate drain line
6. Inspect wiring and control unit
7. Inspect the blower assembly
8. Inspect the thermostat operation and programming
9. Verify suction and discharge pressure
10. Verify supply and return air static pressures
11. Inspect safety controls
12. Inspect electrical components
13. Verify temperature drop (and rise on heat pump)
14. Verify correct superheat or sub-cooling
15. Verify motor amps
16. Clean control panel
17. Verify correct voltage to equipment
18. Verify reverse valve function
19. Inspect refrigerant lines
20. Cycle equipment to verify operation
21. Clean outdoor condenser surface
22. Provide a written diagnostic report of findings

Indoor Unit

1. Inspect and change batteries in remote if needed
2. Inspect and clean filters
3. Inspect and clean blower wheel
4. Inspect and clean indoor housing
5. Inspect and clean condensate line
6. Inspect and clean condensate drain
7. Inspect and clean indoor coil
8. Verify condensate pump operation
9. Verify correct voltage and communication to equipment
10. Flush drain line
11. Inspect flare connections
12. Inspect and clean louvers
13. Cycle equipment to verify operation
14. Verify correct voltage to equipment
15. Verify blower speed
16. Inspect refrigerant lines
17. Clean or replace filter
18. Provide a written diagnostic report of findings

GAS FURNACE

21-point inspection

1. Inspect wiring and control circuit
2. Inspect blower assembly
3. Visually inspect heat exchanger(s)
4. Check/adjust fuel and air mixture
5. Inspect venting and combustion air
6. Check flame rectification and clean sensor
7. Check/adjust inlet and outlet gas pressure
8. Inspect for gas leaks
9. Inspect safety controls
10. Inspect electrical components
11. Verify temperature rise (dry bulb)
12. Verify flue temperature and draft
13. Verify motor amps
14. Clean the control panel, burners, and wipe down equipment
15. Verify supply and return air static pressures
16. Verify correct voltage to furnace equipment
17. Test and measure carbon monoxide
18. Inspect thermostat operation and programming
19. Clean or replace media filter or clean Electronic Air Cleaner
20. Cycle equipment to verify operation
21. Provide a written diagnostic report of findings.

MAINTENANCE

INSPECTION LIST

PACKAGE UNIT

16-point inspection

1. Inspect the condenser coil to determine if it needs cleaning.
2. Inspect all wiring and connections to controls and electrical connections.
3. Inspect blower.
4. Verify voltage & amperage draw on all motors with meter.
5. Check compressor contactor.
6. Visually inspect compressor and check amp draw.
7. Check start capacitor & potential relay.
8. Check pressure switch cut-out setting.
9. Replace air filter or clean reusable type filter.
10. Install gauges & check operating pressures.
11. Check refrigerant (freon) level and advise if adjustments necessary.
12. Inspect condensate drain and pan then advise of any discrepancies.
13. Lubricate parts as needed.
14. Check evaporator coil and advise if dirty or if it needs cleaning.
15. Check the condition of the system and advise customer of discrepancies.
16. Check for leaks and signs of corrosion.