

Air Conditioning & Heat Pump Checklist

CUSTOMER INFORMATION

Account Number: _____ Phone Number: _____

Name/Business: _____

Service Address: _____

Appliance Manufacture & Date: _____

Model# _____ Serial# _____

INSPECTION CHECKLIST - (TECHNICIAN TO PUT INITIALS ON EACH COMPLETED ITEM)

- _____ 1. Clean Outdoor Condenser
- _____ 2. Lubricate Condenser Fan
- _____ 3. Check Suction Line Temperature & Pressure (Temp: _____ Pressure: _____)
- _____ 4. Check Voltage & Amperage in Motors (Amps: _____)
- _____ 5. Inspect Operation & Condition of Compressor Contacts
- _____ 6. Inspect Capacitors
- _____ 7. Check System for Any Leaks
- _____ 8. Check Monitoring System for Faults (If Applicable)
- _____ 9. Check Blower Motor
- _____ 10. Lubricate Blower Motor
- _____ 11. Check for Worn Bearings in All Motors
- _____ 12. Clean Fan Motor on Indoor Unit(s) (If Applicable)
- _____ 13. Inspect Coil on Central Air Unit(s) (If Applicable)
- _____ 14. Check Temperature Difference Between Return Air and Supply Air (Return: _____ Supply: _____)
- _____ 15. Flush Condensate Drain
- _____ 16. Inspect Controls for Proper Operation
- _____ 17. Inspect All Electrical Wiring Connections
- _____ 18. Clean Filters on Indoor Unit(s) (If Applicable)
- _____ 19. Check Thermostat (Replace Batteries If Necessary)
- _____ 20. Inform Customer of Equipment Condition and Recommend Necessary Repairs:

INSPECTION COMPLETED BY

Inspection Date/Time: _____

Customer Signature: _____

Tech Name & Signature: _____