

Contractor's Air Conditioning Maintenance Checklist

MUST BE CHECKED IN THE COOLING MODE ONLY

Outside air temperature must be above 55°F and cooling system must run a minimum of 15 minutes to be accurate

CONDENSING UNIT

Entering air dry bulb temperature	_____°F	Leaving air dry bulb temperature	_____°F
Suction low pressure	PSIG _____	Vapor-line temperature	_____°F
Liquid high pressure	PSIG _____	Liquid-line temperature	_____°F
Superheat temperature	_____°F	Refrigerant type	R-_____
RLA	_____	Volts	_____

- _____ Inspect and tighten wiring connections
- _____ Inspect contactors, relays, and safety controls
- _____ Check for proper clearance around condenser unit
- _____ Check insulation on refrigerant lines
- _____ Lubricate motor and bearings (if applicable)
- _____ Comb condenser coil fins as needed
- _____ Clean condenser coil (make sure bottom 2 rows are free of debris buildup)

Comments: _____

AIR HANDLER UNIT

Supply air dry bulb	_____°F	Return air dry bulb	_____°F
Supply air wet bulb	_____°F	Return air wet bulb	_____°F
Subcooling	_____°F	RLA _____	Volts _____

- _____ Inspect evaporator coil
- _____ Inspect blower wheel
- _____ Inspect and tighten all electrical connections
- _____ Inspect area that seals return air plenum from intake & combustion air for bypass leakage (if applicable)
- _____ Lubricate motor and bearings (if applicable)
- _____ Cleanout condensate pan, drain line, trap and (if applicable) condensate pump sump
- _____ Check belt wear and adjust fan belts (if applicable)
- _____ Inspect supply ductwork
- _____ Inspect return ductwork
- _____ Inspect thermostat for proper operation and calibration
- _____ Clean or replace air filter
- _____ Inspect for air leaks or broken seals in AHU closet or platform

Comments: _____

CONTRACTOR MUST COMPLETE ALL SERVICES TO QUALIFY FOR THE A/C MAINTENANCE REBATE

NOT APPLICABLE FOR HEATING MAINTENANCE

Customer Name: _____

HVAC Technician: _____ Date: _____