



Comprehensive Maintenance Task list (Air Conditioning)

Name: _____ Phone Num: _____

Address: _____ City _____ State _____ Zip _____

Make Model Serial Number						
Program Tasks Will Be Noted With (Y) Yes / (N) No Or Appropriate Readings Or Comments In Pass / Fail Column	Economy		Prime		Premium	
Task list	Passed	Failed	Passed	Failed	Passed	Failed
Air Filter Clean						
Replace Standard Air Filter		\$9 - \$24	Quantity of 2 supplied		Quantity of 4 supplied	
Inspect Air Filter Housing & Air Seal						
Inspect Grilles, Registers & Diffusers For Dirt						
Inspect Accessible Ductwork For Moisture Accumulation or Biological Growth						
Inspect Integrity Of Accessible Ductwork						
Ductwork Sealed?						
Test Safety Control Operations, Control Sequences & Test Ranges						
Test Zoning Controls Modes Of Operation & Bypass Dampers						
Test Thermostat Operation						
Check & Adjust Thermostat Readings		\$25				
Test & Inspect Drain Pan Safety Switches						
Test & Inspect Unit Safety Switch						
Inspect Cabinet, Cabinet Fasteners & Panels						
Inspected For Required Clearance Around Cabinet						
Inspect Electrical Disconnect Box						
Check Equipment Grounding						
Measure & Record Line Voltage						
Inspect & Test Contactors & Relays						
Inspect Electrical Connections & Wire						
Clean & Tighten Electrical Connections As Needed		\$34				
Inspect All Stand Alone Capacitors						
Test Capacitor #1						
Test Capacitor #2						
Test Capacitor #3						
Measure & Record AMP Draw To Blower Motor / Nameplate Data (FLA) As Available						
Blower Motor AMPs						
Blower Motor Volts						
Inspect Fan Belt Tension						
Inspect Belt & Pulleys For Wear & Tear						
Inspect Fan Blade & Blower Wheel Connection To Blower Motor Shaft.						
Lubricate Moving Parts As Needed		\$19 - \$41				
Measure & Record Amp Draw On Condenser Fan Motor						
Condenser Fan Motor Amps						
Condenser Fan Motor Volts						
Inspect & Clean Condensate Drain & Traps						
Inspect Drain Pan & Accessible Drain Line For Biological Growth						
Clean Drain Pan and indoor coil if needed		\$150 - \$250	\$150 - \$250			
Test Condensate Pump						
Provide Condensate Treatment		\$20	\$20			
Inspect Condensate Blowing From Coil Into Cabinet						
Confirm Correct Airflow Using Delta-T And/Or Static Pressure, Compare To OEM Target						
Measure & Record Wet & Dry Bulb TD Across Evaporator Coil						
Record Indoor Coil Entering Temperature						
Record Indoor Leaving Temperature						
Inspect Coil Fins						
Inspect Accessible Refrigerant Lines For Oil Leaks						
Inspect Refrigerant Line Insulation						
Measure Pressure Drop Across Coil		\$35	\$35			
Measure & Record System Refrigeration Charge In Cooling When TD Is Out Of Specifications		\$55	\$55			
Inspect Indoor Coil For Dirt Buildup If Accessible						
Inspect Outdoor Coil For Dirt Buildup						
Record Outdoor Coil Entering Temperature						
Record Outdoor Coil Leaving Temperature						
Rinse Outdoor Coil		\$35				
Rinse Outdoor Coil With Approved Detergent		\$105	\$105			
Record Compressor AMPs						
Record Compressor Volts						

Record Suction PSIG	\$55		\$55			
Record Discharge PSIG						
Record Superheat						
Record Subcooling						
Heat Pump: Test Reversing Valve						
Heat Pump: Measure & Record System Refrigeration Charge In Heating						
Heat Pump: Test Defrost Cycle						
Heat Pump: Inspect Outdoor Unit Condensate Drain Ports						

White Copy = Customer

Yellow Copy = Technician

Technician

Date

Customer Signature

Date