



## Comprehensive Maintenance Task list (Ductless)

Name: \_\_\_\_\_ Phone Num: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

<b>Make</b> <b>Make - Area Served</b> <b>Model</b> <b>Serial Number</b>		
Program Tasks Will Be Noted With (Y) Yes / (N) No Or Appropriate Readings Or Comments In Pass / Fail Column		
<b>Indoor Units</b>	<b>Ductless</b>	
<b>Task list</b>	Passed	Failed
Check Air Filter Clean		
Clean Air Handling Unit Filter	\$9 - \$24	
Clean Evaporator coil and drain pan (Aerosol Treatment)	\$62 - \$95	
Check Drip Tray for Debris		
Test/Check Condensate Pump		
Clean Condensate Pump	\$42 - \$75	
Measure Blower Motor Running Current		
Test Safety Control Operations, Control Sequences and Test Ranges		
Measure Air-On Coil Temp in Cooling		
Measure Air-Off Coil Temp in Cooling		
Measure Air-On Coil Temp in Heating		
Measure Air-Off Coil Temp in Heating		
Check Operation of Auxillary Heaters		
Test & Inspect Drain Pan Safety Switches		
Inspect Electrical Connections & Wire		
Check Unit Bracket Tight to Walls		
Check Indoor Unit Head Tightly Secured to Bracket		
<b>Remote Controller</b>		
Verify Temperature Set and record		
Cooling Mode		
Heating Mode		
Verify/Record Fan Setting (Auto, Fan Only)		
Verify/Record Louver Swing		
<b>Other Tasks &amp; Outdoor Unit</b>		
Inspect & Clean Heat Exchanger	\$55 - \$75	
Check for Refrigerant Leaks	\$95 - \$150	
Inspect all Flair Fittings		
Check Integrity of Pipe Work and Lagging	\$95 - \$150	
Check all Electrical Connections Including Mains Isolator		
Check Unit Operation		
Measure & Record Unit Operation Voltage		
Measure & Record Unit Operation Current		
Record Compressor Run Hours (P-Series only)		
Check Discharge Temperature and Record		
Check Suction Temperature and Record		
Check Operation of Crank Case Heater		
Inspect Condenser Coil-Record Clean/Dirty		
Clean Condenser Coil		
Inspect Reversing Valve	\$45 - \$65	
Record Amps on Fan Motor		
Inspect Capacitors		
Test/Record Capacitor Amps	\$45 - \$65	
Check Wall Terminations for Proper Seal		
<b>Final Step</b>		
Start Unit/Run Through Cycle		

Technician \_\_\_\_\_ Date \_\_\_\_\_ Customer Signature \_\_\_\_\_ Date \_\_\_\_\_