



1014 S Walnut St Bloomington, IN 47401  
Phone:332-8603 Fax:332-9199 airtechindiana@yahoo.com

### Spring Preventive maintenance checklist

Customer name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Indoor unit make, M/N & S/N: \_\_\_\_\_

Outdoor unit make, M/N & S/N: \_\_\_\_\_

#### Pre tune up checks:

- Ask customer of any problems
- General inspection of equipment
- Area free of contaminants, debris
- Loose or frayed wires
- Missing line-set insulation
- Power present and functional
- ***Cycle furnace from T-Stat check operation before start of service!***

#### Thermostat checks:

- Level? Function?
- Location ok? Away from artificial heat/cool source
- Batteries?

#### Filter:

- In proper location?
- Filter Type: \_\_\_\_\_
- Filter Size: \_\_\_\_\_
- Replaced filter?

#### A-coil:

- TXV present?
- Feel vents, proper air flow?
- Coil clean
- Clean condensate line
- Temperature drop across coil \_\_\_\_\_

#### Condenser:

- Outdoor temperature: \_\_\_\_\_
- Indoor Temperature: \_\_\_\_\_
- Remove sticks, debris build up etc.
- Clean condenser coil, wipe down condenser
- Suction pressure: \_\_\_\_\_
- Discharge pressure: \_\_\_\_\_
- Subcooling: \_\_\_\_\_
- Superheat: \_\_\_\_\_
- Add refrigerant? Record cylinder Type- R22/410a starting wt. & ending wt: \_\_\_\_\_
- Compressor & Fan amps: \_\_\_\_\_
- Condition of Contactor: \_\_\_\_\_
- King valves tight, replace caps
- Run cycle from t-stat

#### Post tune up checks:

- Did unit complete cycle?
- Air-tech sticker on furnace?
- Any other potential problems?
- Clean work area; replace any items moved during inspection.