



AIR CONDITIONING MAINTENANCE CHECKLIST

SITE: _____

AIR CONDITIONING SYSTEM

ENTER OK OR NEEDS ATTENTION (N/A)

1

2

3

		<u>OK</u>	<u>N/A</u>	<u>OK</u>	<u>N/A</u>	<u>OK</u>	<u>N/A</u>
HEAT	CHECK HEAT OPERATION (FALL)						
HEAT	CHECK HEAT EXCHANGER (FALL)						
DUCT	CHECK SUPPLY & R/A GRILLS & CLEAN						
DUCT	CHECK FOR AIR LEAKS & VIBRATION						
EVAP	FLUSH DRAIN LINES (SPRING)						
EVAP	REPLACE BLOWER BELTS (IF APPLICABLE)						
EVAP	CHECK PUMPS ON CASSETTE UNITS						
EVAP	REPLACE DISPOSABLE FILTERS						
EVAP	CHECK COIL FOR DIRT BUILD UP						
EVAP	CHECK FAN OPERATION						
COND	CHECK FANS						
COND	CHECK COMP MOUNTS/VIBRATION						
COND	CHECK FOR OIL LEAKS & PIPEWORK						
COND	CHECK CONDITION OF CONDENSERS						
COND	WASH CONDENSERS (SPRING)						
COND	CHECK ELECTRICAL LOADS						
COND	CHECK WIRING & TERMINALS						
COND	CLEAN TRASH & DEBRIS AROUND CONDENSER						
GENERAL	CHECK THERMOSTAT SETTINGS						
GENERAL	CHECK PIPE & INSULATION						
GENERAL	CHECK OPERATION OF EXHAUST FAN						
GENERAL	CHECK SIGNS OF WATER LEAKS						
INFO	RECORD VOLTAGES						
INFO	RECORD OUTDOOR AMBIENT TEMP						
INFO	RECORD SUPPLY AIR TEMPS						
INFO	RECORD MAKE/MODEL (PICTURE)						
INFO	RECORD TYPE OF SYSTEM						
	SPLIT DUCTED CASSETTE						

COMMENTS

CLIENT SIGNATURE: _____

TECHNICIAN SIGNATURE _____

DATE: _____