

# Air Conditioning Service Checklist

## Job Information:

\_\_\_\_\_  
Job #

\_\_\_\_\_  
Customer

\_\_\_\_\_  
Technician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Equipment Make

\_\_\_\_\_  
Model

\_\_\_\_\_  
Serial #

## Pre-Service Check:

Customer satisfied with system performance?  Yes  No

Comments

Record Thermostat Temperature Setting: \_\_\_\_\_

Thermostat Mode:  Heat  Off  Cool  On  Auto

Cleaned thermostat interior:  Yes  No

Check if thermostat is level and properly secured to wall:  Yes  No

Record control circuit amperage: \_\_\_\_\_

If customer dissatisfied with temperature control in heating season, adjust anticipator or cycle rate of thermostat.

Yes  No

Adjust thermostat setting to operate system:  Yes  No

# Air Conditioning Service Checklist

## Blower Compartment Checks:

Check/record supply voltage at junction box: \_\_\_\_\_

Check/record blower motor amperage: \_\_\_\_\_

Name plate reading: \_\_\_\_\_

- Turn power at main unit disconnect to OFF
- Check all wiring for loose connections and bad insulation
- Clean and change filter

## Direct Drive Blower:

- Check blower (motor) bearings
- Lubricate blower (motor) bearings
- Clean blower and compartment
- Check blower wheel for free and balanced rotation
- Check all blower housing mounts and setscrews for tightness
- Check that unused motor leads are taped and out of the way

## Air Filters:

- Check EAC electrical wiring
- Check EAC cycles when blower operations ceases
- Check EAC test button
- Turn power off to EAC
- Clean or replace air filters & prefilters
- Turn power on to EAC

# Air Conditioning Service Checklist

## Cooling Section:

### Indoor Unit

Check electrical wiring - connections and insulation

Check/clean evaporator coil

Check/record static pressure of system: \_\_\_\_\_

Check/clean condensate trap & drain

### Outdoor Unit

Check electrical wiring - connections and insulation

Check/clean condenser coil

Lubricate condenser fan motor

Check/record supply voltage: \_\_\_\_\_

#### Check/record amperage draw:

Condenser fan motor: \_\_\_\_\_ Name plate reading: \_\_\_\_\_

Compressor: \_\_\_\_\_ Name plate reading: \_\_\_\_\_

## Charging Section:

Run system for 15 minutes to allow ref. temp & pressures to stabilize

### Outdoor Ambient Temp

Initial Readings: \_\_\_\_\_ Final Adjustments: \_\_\_\_\_

### Indoor Wet Bulb Temp

Initial Readings: \_\_\_\_\_ Final Adjustments: \_\_\_\_\_

### Suction Pressure

Initial Readings: \_\_\_\_\_ Final Adjustments: \_\_\_\_\_

### Liquid Line Pressure

Initial Readings: \_\_\_\_\_ Final Adjustments: \_\_\_\_\_

Charging Section Continued →

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## Charging Section *continued*:

### Liquid Line Temp (TXV)

Initial Readings: \_\_\_\_\_ Final Adjustments: \_\_\_\_\_

### Calculate Subcooling (TXV)

Initial Readings: \_\_\_\_\_ Final Adjustments: \_\_\_\_\_

### Suction Line Temp (Fixed Orfc)

Initial Readings: \_\_\_\_\_ Final Adjustments: \_\_\_\_\_

### Calculate Super Heat (Fixed)

Initial Readings: \_\_\_\_\_ Final Adjustments: \_\_\_\_\_

### Temp Drop Over Coil

Initial Readings: \_\_\_\_\_ Final Adjustments: \_\_\_\_\_

What was done to adjust the charge? \_\_\_\_\_

## Humidifier:

Check electrical wiring

Check/record transformer voltage: \_\_\_\_\_

Check damper position

Check/clean orifice

Check/clean solenoid valve

Install new pad or clean water reservoir

Check overflow/drain line

## UV Lights:

Check electrical wiring

Check to ensure unit is coming on

Check UV bulbs for replacement

# Air Conditioning Service Checklist

## Post Service Checks:

- Place Company sticker on equipment services & document work
- Check to ensure all areas are left neat & clean
- Power on before leaving
- Return thermostat to original settings recorded at beginning
- Send copy of service checklist and work order with customer

## Notes & Recommendations:

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