

# PREVENTATIVE MAINTENANCE CHECKLIST

Many dealers provide priority service for their customers who have an annual maintenance or service agreement. Bi-annual preventative maintenance will ensure that your system runs as efficiently as possible. Your local dealer will perform the following tasks, depending on the unit:

## Outdoor Units

- Inspect unit for proper refrigerant level and adjust if necessary
- Clean dirt, leaves and debris from inside cabinet
- Inspect base pan for restricted drain openings—remove obstructions as necessary
- Inspect coil and cabinet—clean as needed
- Inspect fan motor and fan blades for wear and damage—on older models lubricate as needed
- Inspect control box, associated controls/accessories, wiring and connections. Controls may include contactors, relays, circuit boards, capacitors, sump heat and other accessories. All control box and electrical parts should be checked for wear or damage.
- Inspect compressor and associated tubing for damage

## Indoor Units

- Inspect and clean blower assembly (includes blower housing, blower wheel and motor)
- On older models, lubricate motor and inspect and replace fan belt if needed
- Check combustion blower housing for lint and debris and clean as necessary
- Inspect evaporator coil, drain pan and condensate drain lines. Clean as needed
- Inspect for gas leaks in gas furnaces
- Inspect burner assembly—clean and adjust as needed
- Inspect ignition system and safety controls—clean and adjust as needed
- Inspect heat exchanger or heating elements
- Inspect flue system—check for proper attachment to the furnace, any dislocated sections, and for signs of corrosion. Replace if necessary.
- Inspect control box, associated controls, wiring and connections
- Clean or replace air filters
- Inspect conditioned airflow system (ductwork)—check for leaks

## While Your System Is Operating

- Monitor system starting characteristics and capabilities
- Listen for abnormal noise
- Search for source of unusual odors
- Monitor air conditioning and heat pump systems for correct refrigerant charge
- Measure outdoor dry bulb temperature
- Measure indoor dry and wet bulb temperature
- Measure high and low side system pressures
- Monitor gas furnace for correct line and manifold gas pressure—make adjustments as needed
- Measure temperature rise and adjust airflow as needed
- Check vent system for proper operation
- Monitor system for correct line and load volts/amps
- Monitor system operation per manufacturer's specifications
- Provide system operation report and recommend repairs or replacement as necessary

NOTE: Trane recommends all maintenance and service work be performed by a professional air conditioning and heating dealer that holds the appropriate credentials to install and service air conditioning and heating equipment.