



Air Conditioning & Heating Tune-Up and Performance Checklist

Time in _____ Time out _____

Indoor Unit

Outdoor Unit

Customer Name _____

Make _____

Address _____

Model # _____

Serial # _____

Phone _____

Indoor Electric, Gas and Oil Furnace System

- 1. Check Filter or Air Cleaner
- 2. Air filter replaced Yes No Size _____
- 3. Rinse permanent filter Size _____
- 4. Check System Static Pressure = _____
- 5. Inspect and clean vent and intake piping
- 6. Inspect and clean all drain lines
- 7. Start and inspect system operation
- 8. Inspect manifold assembly or heating elements
- 9. Visually inspect heat exchanger for stress or wear
- 10. Inspect and tighten low voltage circuits
- 11. Inspect and tighten high voltage circuits
- 12. Inspect flue draft or draft inducer assembly
- 13. Inspect pressure switches and vacuum hoses
- 14. Visually inspect safety controls
- 15. Inspect blower, lubricate if necessary
- 16. Measure temperature rise/drop _____ degrees
- 17. Test for carbon monoxide leaks
- 18. Measure amps on all motors
Blower motor Amps _____ Inducer Motor Amps _____
- 19. Check and adjust gas pressure if needed
- 20. Check thermostat/humidistat
- 21. Inspect Humidifier and verify proper operation PAD# _____
- 22. Inspect and clean condensate pump (if applicable)
- 23. Oil - Remove & clean nozzle Assembly and set Electrodes: Yes No
- 24. New Nozzle: _____ New Oil Line Filter: Small Large
- 25. Test Oil Pump Pressure: _____
- 26. Test CAD Cell Ohm While Running: _____
- 27. Test Primary Control, Safety Time Out: _____ seconds
- 28. Clean interior and exterior of system cabinet

Outdoor A/C or Heat Pump System

- 1. Start and inspect system operation
- 2. Inspect and tighten low voltage circuits
- 3. Inspect and tighten high voltage circuits
- 4. Check contactor for pits or worn spots
- 5. Inspect capacitor
- 6. Visually inspect safety controls
- 7. Inspect Condensor fan motor
- 8. Measure Amps on all motors
Fan motor Amps _____ Compressor Amps _____ System Amps _____
- 9. Calculate watt use and efficiency
System Amps _____ X Volts _____ = Watts _____
Listed System Capacity _____ / Watts _____ = Efficiency _____
- 10. Inspect reversing valve (if applicable)
- 11. Inspect expansion valve or metering device
- 12. Check service valve or metering device
- 13. Inspect disconnect and fuses
- 14. Inspect and rinse condenser coil Additional cleaning recommended? _____
- 15. Calculate: Suction Pressure: _____ Liquid Pressure: _____
Liquid Temperature: _____ Superheat (piston or cap tube): _____
Suction Temperature: _____ Sub-cooling (TXV): _____
- 16. Inspect evaporator coil Additional cleaning recommended? _____
- 17. Measure temperature rise across coil _____ Degrees
- 18. Clean exterior of system cabinet

	YES	NO
Smoke Detector(s) present	<input type="checkbox"/>	<input type="checkbox"/>
CO Detector present	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher(s) present	<input type="checkbox"/>	<input type="checkbox"/>
Humidifier present	<input type="checkbox"/>	<input type="checkbox"/>
Air Cleaner present	<input type="checkbox"/>	<input type="checkbox"/>
Digital WIFI or programmable T-stat present	<input type="checkbox"/>	<input type="checkbox"/>
S/A Customer	<input type="checkbox"/>	<input type="checkbox"/>

Technician Recommendations:

- 1) _____
- 2) _____
- 3) _____

Elite Heating & Cooling Technician _____ Date _____

Customer Acceptance of Service Provided _____ Date _____

Tune Up \$ _____

Filters..... \$ _____

Additional Service \$ _____

Total Due..... \$ _____

Paid by: Cash • Check # _____ • CC