



ELITE HEATING AND COOLING, INC.

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Air Conditioning & Heating Tune-Up and Performance Checklist

Customer Name _____
Address _____

Make _____
Model # _____
Serial # _____

Indoor Air Handler or Gas Furnace System

- 1. Check Filter or Air Cleaner
 - 2. Inspect and clean vent and intake piping
 - 3. Inspect and clean all drain lines
 - 4. Start and inspect system operation
 - 5. Inspect manifold assembly or heating elements
 - 6. Visually inspect heat exchanger for stress or wear
 - 7. Inspect and tighten low voltage circuits
 - 8. Inspect and tighten high voltage circuits
 - 9. Inspect flue draft or draft inducer assembly
 - 10. Inspect pressure switches and vacuum hoses
 - 11. Visually inspect safety controls
 - 12. Inspect blower, lubricate if necessary
 - 13. Measure temperature rise/drop _____ degrees
 - 14. Test for carbon monoxide leaks
 - 15. Measure amps on all blower motors
Blower meter Amps _____ Inducer Motor Amps _____
 - 16. Check and adjust gas pressure if needed
 - 17. Check thermostat/humidistat
 - 18. Inspect Humidifier and verify proper operation (if applicable)
 - 19. Inspect and clean condensate pump (if applicable)
 - 20. Clean interior and exterior of system cabinet
- Air Filter Replaced Yes No Size _____

Rinse Permanent Filter Size _____ Fire Extinguisher(s) present
 Smoke Detector(s) installed/Present _____ CO Detector Installed/Present _____

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. Calculate compression ratio Ratio _____
- 17. Inspect evaporator coil
- 18. Measure temperature rise across coil _____ Degrees
- 19. Clean exterior of system cabinet

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 | |