



Maintenance Card for AC System

Customer Name: _____

Address: _____

UNIT ID: _____

PM Checklist:

- Check operation of equipment before removing doors (using thermostat/remote)
- Visual Inspection of system and all components (looking for water, corrosion, oils)
- Wash or change filters if needed
- Check Split of each indoor unit in operation
 - If split seems abnormal do the following
 - Check airflow (blower motor, plugged wheel/indoor coil)
 - Check condenser coil (dirty/ corroded fins)
 - Condenser fan motor
 - Line set (filter drier, metering device, restrictions)
 - Lastly, hook up gauges to check pressures.
- Inspect indoor unit for mold, mildew or dust
 - If deep cleaning is needed report to customer/office
- Check indoor unit drain pan for signs of backup or damage
- Insert condensate pan tablets
- Clean traps if applicable
- Check operation of float switches (breaks power to condenser)
- Check condensate pump if applicable (float switch, age, sound, vinyl)
- Check drain terminations (insects, mulch, pitch)
- Inspect outdoor condenser for debris, mulch, leaves, wear & tear. Recommend additional cleaning if applicable.
- Ensure both outdoor and indoor units are properly pitched/level
- **Electrical**
 - Inspect high voltage wiring and low voltage wiring
 - Check thermostat (batteries/ operation)
 - Check transformer for 24V (if lower than 22V recommend replacement)
 - Take Megohmmeter reading on compressor
 - Visual inspection of capacitor and contactor
 - Test components if corroded or noisy

SEE BACKSIDE FOR TECHNICIAN NOTES AND READINGS

