

***RECOMMENDED HVAC SCHEDULED MAINTENANCE & REPAIR
SERVICES CHECKLIST***

Spring Maintenance:

- Check thermostats for proper operation and settings
- Inspect electrical connections; tighten if necessary
- Inspect and clean contacts
- Check refrigerant charge on rooftop and DX systems
- Inspect refrigerant tubing, coils and fittings for signs of oil indicative of refrigerant leaks
- Inspect drive belts and pulleys; adjust as necessary
- Lubricate motor, pulley and fan bearings as applicable
- Inspect condensate drip pans and drains
- Inspect water valves
- Furnish and install new air filters

Summer Maintenance:

- Check thermostats for proper operation and settings
- Inspect drive belts and pulleys; adjust as necessary
- Inspect condensate pans and drains
- Check cooling operations
- Furnish and install new air filters

Fall Maintenance:

- Check thermostats for proper operation and settings
- Inspect drive belts and pulleys; adjust as necessary
- Inspect electrical connections; tighten as necessary
- Check burner operation and pilot ignition on package units
- Check fan and limit switch settings; adjust as necessary
- Inspect heating strip and contacts on electric heat
- Inspect hot water coil and valve on water systems
- Lubricate motors and bearings as applicable
- Furnish and install new air filters

Winter Maintenance:

- Check thermostats for proper settings; adjust as necessary
- Inspect drive belts and pulleys; adjust as necessary
- Check heating operations as applicable
- Furnish and install new air filters