

Preventative Maintenance - Air Conditioning, Make-Up Air and Exhaust Equipment Checklist
(Note: dependent on equipment type)

Fall Heating Start-Up:

- ✓ Confirm crankcase heater operation
- ✓ Check for oil and gas leaks
- ✓ Check and clean flame safeguard
- ✓ Inspect coil/spark/electrodes
- ✓ Confirm pilot operation
- ✓ Check primary and secondary air
- ✓ Change air filters
- ✓ Check drive belts and pulleys for wear
- ✓ Lubricate motors and bearings (if necessary)
- ✓ Check operating temperatures
- ✓ Check vent or motor controls

Mid-Season (twice per year):

- ✓ Check operating temperatures
- ✓ Check operating and safety controls
- ✓ Check oil level
- ✓ Check refrigerant charge (visual)
- ✓ Check evaporator and drain
- ✓ Check TX valve operation
- ✓ Change air filters / Lubricate motors and bearings (if necessary)
- ✓ Heating
- ✓ Check flame safeguard
- ✓ Check ignition system
- ✓ Check pilot and main frame
- ✓ Check vent or motor
- ✓ Inspect electrical connections contactors, relays, and safety controls
- ✓ Check fan blades for cracks

Spring Cooling Start-Up:

- ✓ Confirm crankcase heater operation
- ✓ Check compressor
- ✓ Check operating temperatures
- ✓ Check operating and safety controls
- ✓ Check heat exchanger for cracks
- ✓ Check compressor oil levels, and amperages
- ✓ Change air filters
- ✓ Clean condensate P-trap
- ✓ Check drive belts and pulleys for wear
- ✓ Lubricate motor and bearings (if necessary)
- ✓ Check refrigerant charge (visual)
- ✓ Check un-loader operation
- ✓ Check breeching & draft hood

Optional Annual Service (recommended for older units):

- ✓ Pump down efficiency test
- ✓ Compressor winding test
- ✓ Oil and refrigerant analysis
- ✓ Power wash condenser coil