

MAINTENANCE & SERVICE CHECKLIST

REMEMBER: SAFETY FIRST!!!

RADIANTS

1. Check gas pressure
2. Check and clean air inlets
3. Check and clean propeller blades
4. Check condition of tubes
5. Check wiring and terminals
6. Check safety systems
7. Check ignition system

ROOM AIR CONDITIONERS

1. Check and clean filters
2. Check and clean cabinet
3. Check temperature difference across coils
4. Check and clean coil inside & outside
5. Check wiring and terminals
6. Check temperature difference across coils (heating / cooling)
7. Check drains

PROPELLER FAN HEATERS

1. Check ignition system
2. Check fan bearings
3. Check gas pressure
4. Check wiring and terminals
5. Check safety cut-outs

DUCTED AIR CONDITIONING

1. Check & clean filters
2. Check eaves (mini-duct)
3. Check fan bearings
4. Check drip tray & clean
5. Check drain
6. Check temperature difference across coils (heating / cooling)
7. Check wiring and terminals
8. Clean condenser coil
9. Check for vibrations
10. Check refrigeration pressures
11. Check flashings (i.a.)
12. Check duct-work
13. Check safety systems

Customer's
signature: _____

COMMENTS:

DUCTED HEATING

1. Check and adjust pilot
2. Check gas pressure
3. Check and clean filter
4. Check motor bearings
5. Check electrical switches
6. Check safety system
7. Check duct-work

SPLIT SYSTEM AIR-CONDITIONERS

1. Check and clean filters
2. Check & clean condenser coil
3. Check wiring and terminals
4. Check and clean electrics
5. Check and clean cabinet / drip tray
6. Check temperature difference across coils (heating / cooling)
7. Check for vibrations
8. Check drain
9. Check safety system

EVAPORATIVE COOLERS

1. Clean unit
2. Check float level
3. Check flow of spray tubes
4. Check fan belt tension (i.a.)
5. Check bearings in blower / motor
6. Check condition of pads (advise client)
7. Drain and clean basin
8. Adjust bleed-off
9. Check electrics
10. Check plenum
11. Check for vibration
12. Check roof flashings
13. Check safety systems

Name: _____

Address: _____

Phone: _____

Service Number: _____

Date of service: _____

Serviceperson's
Signature: _____

RECORD MAKE & MODEL OF ALL EQUIPMENT ON BACK OF THIS SHEET