



HVAC Tune-Up Checklist

Customer Information

Customer Name: _____

Address: _____

City, State, Zip: _____

Service Account Number: _____

Contractor Information

Company: _____

Service Technician: _____

License Number: _____

Service Date: _____

Unit Information

Make: _____ Model: _____ Size: _____ Age: _____ TXV: Y N

Systems Checklist required for Basic Tune-up

Check thermostat operation: Y N

Check for sequence of operation in cooling mode: Y N

Clean or replace air filters: Y N

Clean & inspect condensate drain: Y N

Clean & inspect evaporator coil (if accessible): Y N

Clean, inspect & lubricate evaporator coil blower motor: Y N

Inspect, clean & straighten any bent fins: Y N

Clean & inspect condenser coil: Y N

Clean, inspect & lubricate condenser coil fan motor: Y N

Check unit refrigeration pressures, temperatures and refrigerant charge¹: Required Subcooling: _____

Check system airflow²: _____ cfm estimated measured

¹ Check refrigerant charge using the superheat method (non-TXV systems) or the subcooling method (TXV systems). For superheat method, charge to within ± 5°F of the OEM recommended charge. For the subcooling method, charge to within ± 3°F of the OEM recommended charge.

² Airflow across the coil is typically 350 to 450 cfm per ton. Airflow can be measured directly using a Flow Grid, the Anemometer Traversing Method or estimated using the temperature split method.

Signatures

Technician Signature: _____ Date: _____

Customer Signature: _____ Date: _____