

## **“TroubleFree” Tune-Up! HEATING CHECK LIST**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Date/Time \_\_\_\_\_

Make	Model	Serial

**Clean/Inspect Heat Exchanger:** Your heat exchanger will be thoroughly brushed, cleaned and vacuumed. A visual inspection will be performed, verifying the integrity, deterioration and overall condition of the heat exchanger.

Comments:

**Clean/Inspect Burners:** Burners will be removed and thoroughly brushed, cleaned and vacuumed. All burners will be inspected for rust, deterioration and overall condition. Burner ports, orifices, cross lighters, pilot burner, and air adjustment will be cleaned and inspected for obstructions and overall condition.

Comments:

**Clean/Inspect Flue Draft Diverter/Motor:** The flue draft/diverter will be thoroughly brushed, cleaned and vacuumed. The diverter area will be inspected for rust, deterioration, and condition. In most cases we can clean and inspect the top of the heat exchanger through the draft diverter/motor and verify integrity of the heat exchanger:

Comments:

**Inspect the Venting System:** We will inspect the flue gas vent system to insure proper venting, condition of the vent material, and that there are no obstructions. The flue draft will be visually inspected for proper draft.

Comments:

**Clean Blower Assembly of Normal Dirt:** Low airflow can overheat heat exchanger and overwork your blower motor resulting in excess energy costs. We clean blower wheels and assemblies to provide required airflow for maximum heating capacity and efficiency. Comments:

**Clean/Replace Air Filters:** Dirty air filters restrict proper airflow required for maximum heating, increase energy costs, cause the blower motor to work harder—risking blower assembly, and can even overheat your heat exchanger. Filter Size:

Comments:

**Measure Fuel Pressure:** Proper fuel pressure is necessary for maximum heating capacity and efficiency. Fuel pressure, too low or too high, will effect the burner operation, and affect the BTU or heating capacity of your furnace which impacts its operating efficiency. Pressure:

Comments:

**Tighten Wiring Connections:** Loose connections can cause intermittent breakdowns. Also, loose connections on high voltage lines can increase the amperage draw on motors and controls resulting in high electrical usage and the potential for costly repairs.

Comments:

**Measure Volts/Amps:** We make certain electrical components are functioning properly and check for potential repair problems and breakdowns. This can help conserve energy and help you save money on energy costs. Volts: Heat Strips Motor: Amps: Heat Strips: Motor:

Comments:

**Monitor Air Temperatures:** Determining air temperatures and temperature rise is another step in the process of ensuring your heating system is performing at its maximum capacity and efficiency. The degree of temperature rise is critical for proper heating temperature; if it is too high it could possibly damage your heat exchanger. Temp Rise: Temp out of Vents:

Comments:

**Lubricating Required Parts:** All components that require lubrication on the furnace will be inspected and lubricated as necessary.

Comments:

**Thermostat Calibration/Level:** The thermostat controls the temperature in the home as well as the cycle rate of the heating burners. If the thermostat is out of calibration or level it can effect your comfort (too warm/too cool) and cause extended or shortened run time which burns energy dollars and damage to your system. Type:

Comments:

**Inspect Safety Controls:** Safety controls are an integral part of your heating system and prevent damage to the main components in your furnace in case of a malfunction. We will inspect and monitor to help ensure the safety controls are functioning properly.

Comment:

**Wiping off the Furnace:** Our technicians will spray and wipe off your furnace of any debris that may have been created while performing this tune-up and to help maintain its appearance.

Comments:

**Overall Comments /  
Recommendations:**

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*Customer*

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*Technician*

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## **“TroubleFree” Tune-Up! COOLING CHECKLIST**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Postal \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Date/Time \_\_\_\_\_

Make	Model	Serial	Age

**Clean Condenser Coil:** A clean condenser coil allows better airflow through the coil for proper heat transfer. Your air conditioner will run at its maximum energy efficiency and capacity.

Comments:

**Clean Evaporator Coil where Accessible:** A clean evaporator coil allows unrestricted airflow through the coil for maximum cooling efficiency and capacity as well as dehumidification. Access: Y or N

Comments:

**Clean Blower Assembly of Normal Dirt:** Clean blower wheels and assemblies provide required amounts of airflow for maximum cooling efficiency and dehumidification and prevent blower motor straining to provide proper amount of air, result is energy savings and expensive repairs.

Comments:

**Clean/Replace Air Filters:** Dirty air filters restrict airflow and cause system to work harder, resulting in higher energy costs, less efficient cooling/dehumidification, blower motor and compressor running harder, and evaporator coil freeze-up which can cause malfunction, water back-ups, and compressor or blower motor going out. Size:

Comments:

**Clean Condensate Drain Pan where Accessible:** The drain pan collects water from the evaporator coil during the cooling season. This water becomes a source for algae and bacterial growth. We treat the drain pan to help minimize these unwanted growths.

Access: Y or N

Comments:

**Clean Condensate Drain Lines:** Drain lines allow for the flow of water from the drain pan. Blocked lines cause overflow as well as potential water damage to the equipment and surrounding areas. Clean Out in place: Y or N

Comments:

**Tighten Wiring Connections:** Loose connections can cause intermittent breakdowns. Also, loose connections on high voltage lines can increase the amperage draw on motor and compressors, resulting in high electrical usage and costly repairs.

Comments:

**Monitor Refrigerant Charge:** Monitoring the sub-cooling, superheat, pressure and temperature of the refrigerant assures system is operating efficiently and at maximum cooling capacity. Sub-cooling:

Superheat: Pressures:

Temp:

Comments:

**Measure Volts/Amps:** Make certain electrical components function properly. This saves energy dollars and avoids potential breakdowns. Volts: \_\_\_\_\_ Compressor Motors: \_\_\_\_\_ Amps: \_\_\_\_\_  
Compressor Motors: \_\_\_\_\_  
Comments:

**Monitoring Contactor Function:** Bad contactor points or a weak coil can cause compressor damage due to short cycle and high amps. Condition: \_\_\_\_\_  
Comments:

**MEG Check Compressor:** This is the most expensive component in your cooling system. We measure the integrity of compress -or windings and determining if moisture/acid is present in your refrigeration system. Remove of moisture/acid from the system can be accomplished, however clean-up costs vary by severity of the contamination.  
Condition: \_\_\_\_\_  
Comments:

**Monitor Air Temperatures:** Air temperatures and temperature drops determine if your cooling system is performing at its maximum capacity and efficiency.  
Temp Across Coil/Drop: \_\_\_\_\_ Temp out of Vents: \_\_\_\_\_ Return Air Temp: \_\_\_\_\_  
Comments:

**Thermostat Calibration/Level:** The thermostat not only controls the temperature in the home, but controls the cycle rate of your equipment. If the thermostat is out of calibration or level it will effect your comfort (too cool/too warm) and cause extended or shortened cycle runs—costing you more energy dollars and possibly damaging components of your system. Type: \_\_\_\_\_  
Comments:

**Waxing the Outdoor Unit:** This helps protect your air conditioner from the elements of the weather as well as maintain its overall appearance.  
Comments:

**Overall Comments / Recommendations:** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Technician** \_\_\_\_\_

**Customer** \_\_\_\_\_