

Date:	
Technician:	

## **TOTAL COMFORT CHECKLIST**

Customer:	Address:	Invoice #:
	THERMOSTAT CHECKS	COOLING CHECKS
		Air Conditioners/Heat Pumps
	Record thermostat settings:	Check electrical wiring-connections and insulation
	Temp: F. Mode:	Check evaporator coil for dirt/bacteria
	Check terminal connections for tightness	Check and clean condensate drain
	Clean bimetal. Inspect mercury switch	Added Pan tabs to condensate pan
	Check thermostat for level	Check wiring-connections and insulation (outdoor)
	Check control circuit amperage: A	Check and clean condenser coil with hose/brush
	If customer dissatisfied with temperature control in heat season,	(Ch <mark>emical</mark> cleaning additional charge)
	Initiate appropriate seasonal demand from thermostat	Check balance and rotation on condensing fan motor
	BLOWER COMPARTMENT CHECKS	Lubricate condenser fan motor
	Clean furnace, burners, blower motor and wheel	Check line set connections for evidence of leaks
	Check supply voltage at junction box:V	Check and record supply voltage
	Check blower motor amperage:	Check refrigerant charge OK High Low
	ANameplate reading Turn power at unit main disconnect to off	Check amperage draw on compressor:  Vs Nameplate
	Check all wiring for loose connections and bad insulation	Check defrost cycle (Heat Pump Only)
	Clean or change filter	Check Schrader valves
	Direct Drive Blower	ELECTRONIC AIR CLEANER
	Check blower bearings	Turn power off
	Lubricate motor bearings	Check electrical wiring-connections and insulation
	Check blower and compartment	Check sail switch or electrical blower interlock
	Check blower wheel for free and balanced rotation	Check test button operation
	Check all blower housing mounts and setscrews for tightness	Check supply voltage vac (120) (240)
	Unused motor leads taped and out of the way	Wash cells
	Turn power on	Wash prefilter screens
	Belt Drive Blower	Disposable Filters
	Remove blower belt and check for wear	Size of Filters
	Check motor bearings for wear	Number of Filters
	Lubricate motor bearings	
	Check blower wheel bearings for wear	Overall Comments and Recommendations
	Lubricate blower wheel bearings	
	Check and lightly clean blower and compartment Check blower wheel for free and balanced rotation	-
	Check pulley alignment	
	Check motor and blower pulley setscrews for tightness	
	Put belt back on blower and motor pulley and check belt tension	
	Check all blower housing and motor mounts for tightness	-
	Turn power on	
	HEATING SECTION CHECKS Gas	
	Check all electrical wiring for loose connections and damaged insulation	
	Check burners for lint, dust, and scale	
	Check for cracks in heat exchanger	
	Check pilot flame	
	Check for quiet, even burner ignition	
	Check pilot valve safety drop-time time	
	Check automatic vent damper system	
	Check electronic spark ignition control	
	Check safety lockout Check limit safety	
	Check temperature rise °F	
	Check draft diverter	Fauinment Manufacturer:
	Check furnace vent for rust	Equipment Manufacturer:  Age of systems:
	ELECTRIC HEAT	Systems Condition:
	Check safety limits	Model#:
	Check safety lockout	Serial #:
	Check temperature rise °F	Return thermostat to original settings
	Check Amp draw on each strip Amps	Power ON before leaving
-	SERVICES	
	Electronic leak check if needed	CUSTOMER SIGNATURE
	Whole house carbon monoxide check PPM	
	Amount of freon needed to top system off lbs	See service invoice for additional information