

i) Cabinet

- (1) Inspect cabinet / paint
- (2) Inspect and clean outdoor air intake screen(s)
- (3) Inspect panels and insulation

ii) Condensing Section

- (1) Verify cooling performance
- (2) Chemically clean condenser coil (**annual**)
- (3) Inspect condenser coil
- (4) Inspect compressor
- (5) Inspect condenser fan(s) and blade(s)
- (6) Inspect crankcase heater(s)
- (7) Inspect filter drier
- (8) Inspect economizer operations

iii) Roof / Service Area

- (1) Inspect curb and stand
- (2) Inspect and clean condensate drain
- (3) Inspect ACR piping and insulation
- (4) Remove debris

iv) Fan Section

- (1) Change and color code belts
- (2) Change and date air filters
- (3) Clean and sanitize evaporator coil (**spring**)
- (4) Inspect belt, tension, and alignment
- (5) Inspect evaporator coil
- (6) Clean and sanitize drain pan (**spring**)
- (7) Apply pan tabs
- (8) Lubricate bearings
- (9) Inspect motor, pulleys, and bearings
- (10) Clean blower and assembly
- (11) Inspect blower wheel and bearings

v) Heating Section

- (1) Clean burners and heat exchanger (**fall**)
- (2) Inspect burners and heat exchanger (**spring and fall**)
- (3) Inspect electric heaters (**spring and fall**)
- (4) Inspect ignition controls (**spring and fall**)
- (5) Inspect hot gas bypass
- (6) Inspect safety controls
- (7) Inspect operational controls / valves

vi) Electrical

- (1) Inspect wiring
- (2) Inspect, set, confirm the thermostat is functioning correctly
- (3) Inspect all operational controls
- (4) Inspect all safety controls
- (5) Inspect disconnect and fuse