

- 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