

Air Conditioner Tune-Up Checklist

Residential Energy Efficiency Programs

DATE OF SERVICE _____ TECHNICIAN _____ EQUIPMENT INFORMATION _____

CUSTOMER NAME _____ MANUFACTURER _____

SERVICE ADDRESS _____ MODEL NUMBER _____

COMPANY _____ PHONE # _____ EXISTING CONDITION _____

COMPANY ADDRESS _____ ☐ EXCELLENT ☐ FAIR ☐ GOOD ☐ POOR

AIR CONDITIONER TUNE-UP CHECKLIST	NOTES/RESULTS
<input type="checkbox"/> Inspect, test and calibrate thermostat.	
<input type="checkbox"/> Check outdoor unit is set firm & level, with minimum 2 feet of clear space surrounding unit.	
<input type="checkbox"/> Check the outdoor refrigerant lines for damage, check connections and inspect refrigerant line insulation.	
<input type="checkbox"/> Inspect compressor wiring and connections for exposed wiring, rodent or insect damage, burned or pitted contacts and tighten connections.	
<input type="checkbox"/> Inspect condenser coil fins for damages & straighten, clean and remove dirt and debris.	
<input type="checkbox"/> Clean and inspect compressor fan blade for damage and balance.	
<input type="checkbox"/> Inspect refrigerant for correct torque on caps, monitor operating pressures and check refrigerant level.	
<input type="checkbox"/> Measure compressor amperage and volt draw.	
<input type="checkbox"/> Check indoor unit is set firm and level, with minimum clearance surrounding unit.	
<input type="checkbox"/> Inspect gas line and connections for possible leaks and proper pitch.	
<input type="checkbox"/> Inspect air handler for leaks/holes, clean housing, check wheel, clean and inspect fan blade for damage and balance.	
<input type="checkbox"/> Inspect blower motor, clean dust and dirt.	
<input type="checkbox"/> Measure blower motor amperage and voltage for proper operation.	
<input type="checkbox"/> Inspect bearings for wear and lubricate all moving parts.	
<input type="checkbox"/> Inspect evaporator coil fins for damages and straighten, clean and remove dirt and debris.	
<input type="checkbox"/> Perform a visual inspection of the heat exchanger for excessive rust, leaks, holes or blockages. Clean with brush and remove dust and debris.	
<input type="checkbox"/> Test and inspect indoor electrical components, check for exposed wiring, rodent or insect damage, burned or pitted contacts, tighten connections. Test and inspect blower motor capacitors. Inspect, test and calibrate all controls, gauges and safety mechanisms.	
<input type="checkbox"/> Test and inspect electrical safety disconnect for proper operation, proper rating and safe installation.	
<input type="checkbox"/> Inspect service valves for proper operation.	
<input type="checkbox"/> Inspect reversing valve for proper operation.	
<input type="checkbox"/> Inspect condensate drain line and trap for blockages, clean pan, flush and treat with algaecide solution.	
<input type="checkbox"/> Measure supply/return temperature differential.	
<input type="checkbox"/> Inspect flue pipe for possible leaks, proper pitch, deterioration and measure draft pressure.	
<input type="checkbox"/> Inspect duct work for loose connections, leaks and energy loss.	
<input type="checkbox"/> Measure static air pressure to check for blockages.	
<input type="checkbox"/> Inspect the filter and clean air return grill.	

TECHNICIAN SIGNATURE _____

CUSTOMER SIGNATURE _____

This form is designed to accompany the Home Rebates application found at NIPSCO.com/Rebates. This checklist alone is not sufficient to process a rebate.

Questions? Call TRC at 1-800-721-7385 or visit NIPSCO.com/Rebates.