

DATE OF SERVICE \_\_\_\_\_ TECHNICIAN \_\_\_\_\_

**EQUIPMENT INFORMATION**

CUSTOMER NAME \_\_\_\_\_

MANUFACTURER \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_

MODEL NUMBER \_\_\_\_\_ SIZE (TONS) \_\_\_\_\_

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, inspect refrigerant line insulation.	
<input type="checkbox"/>	Inspect compressor wiring and connections for exposed wiring, rodent or insect damage, burned or pitted contacts, tighten connections.	
<input type="checkbox"/>	Inspect condenser coil fins for damages & straighten, clean & remove dirt and debris.	
<input type="checkbox"/>	Clean and inspect compressor fan blade for damage, 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 & level, with minimum clearance surrounding unit.	
<input type="checkbox"/>	Inspect gas line and connections for possible leaks, proper pitch.	
<input type="checkbox"/>	Inspect air handler for leaks/holes, clean housing, check wheel, clean and inspect fan blade for damage, 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 & straighten, clean & 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 & 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, energy loss.	
<input type="checkbox"/>	Measure static air pressure to check for blockages.	
<input type="checkbox"/>	Inspect the filter, clean air return grill.	

TECHNICIAN SIGNATURE \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_

**Questions?** Call Lockheed Martin Energy at **1-800-721-7385** or visit **NIPSCO.com/Rebates**.