

PROTUNE Maintenance Checklist: Cooling Systems



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To ensure all our customers receive the highest quality maintenance, your service specialist has completed the following tasks on your heating and air conditioning system per your program choice.

Name: _____ Job # _____

Address: _____ City _____ State _____ Zip _____

Protune Member: *Bronze Silver Gold Platinum* Technician Confirmed Protune Status and Discussed Renewal Options With Customer **Y N**

Multiple Systems Make _____ Model _____ Serial Number _____

Program Tasks Will Be Noted With (Y) Yes / (N) No Appropriate Readings Or Comments In Pass / Fail Column	Good		Better		Best <i>Complies With Energy Star Recommendations</i>		Fantastic <i>Complies With ACCA National Standards For Maintenance</i>	
	Passed	Failed	Passed	Failed	Passed	Failed	Passed	Failed
Task list								
Air Filter Clean								
Replace Standard Air Filter								
Inspect Air Filter Housing & Air Seal								
Inspect Grilles, Registers & Diffusers For Dirt								
Inspect Accessible Ductwork For Moisture Accumulation or Biological Growth								
Inspect Integrity Of Accessible Ductwork								
Ductwork Sealed?								
Test Safety Control Operations, Control Sequences & Test Ranges								
Test Zoning Controls Modes Of Operation & Bypass Dampers								
Test Thermostat Operation								
Check & Adjust Thermostat Readings								
Test & Inspect Drain Pan Safety Switches								
Test & Inspect Unit Safety Switch								
Inspect Cabinet, Cabinet Fasteners & Panels								
Inspected For Required Clearance Around Cabinet								
Inspect Electrical Disconnect Box								
Check Equipment Grounding								
Measure & Record Line Voltage								
Inspect & Test Contactors & Relays								
Inspect Electrical Connections & Wire								
Clean & Tighten Electrical Connections As Needed								
Inspect All Stand Alone Capacitors								
Test Capacitor #1								
Test Capacitor #2								
Test Capacitor #3								
Measure & Record AMP Draw To Blower Motor								
Blower Motor AMPS								
Blower Motor Volts								
Inspect Fan Belt Tension								
Inspect Belt & Pulleys For Wear & Tear								
Inspect Fan Blade & Blower Wheel Connection To Blower Motor Shaft								
Lubricate Moving Parts As Needed								
Measure & Record Amp Draw On Condenser Fan Motor								
Condenser Fan Motor Amps								
Condenser Fan Motor Volts								
Inspect & Clean Condensate Drain & Traps								
Inspect Drain Pan & Accessible Drain Line For Biological Growth								
Clean Drain Pan								
Test Condensate Pump								
Provide Condensate Treatment								
Inspect Condensate Blowing From Coil Into Cabinet								
Measure & Record TD Across Evaporator Coil								
Record Indoor Coil Entering Temperature								
Record Indoor Leaving Temperature								
Inspect Coil Fins								
Inspect Accessible Refrigerant Lines For Oil Leaks								
Inspect Refrigerant Line Insulation								
Measure Pressure Drop Across Coil								
Measure & Record System Refrigeration Charge In Cooling								
Inspect Indoor Coil For Dirt Buildup If Accessible								
Inspect Outdoor Coil For Dirt Buildup								
Record Outdoor Coil Entering Temperature								
Record Outdoor Coil Leaving Temperature								
Rinse Outdoor Coil								
Rinse Outdoor Coil With Approved Detergent								
Record Compressor AMPS								
Record Compressor Volts								
Record Suction PSIG								
Record Discharge PSIG								
Record Superheat								

These items were found specifically to be out of compliance and additional repairs/service will be needed to maintain the repair warranty for your maintenance plan:

Customer Signature _____ Date _____ Technician Signature _____ Date _____

Thank You For Your Business!

Perfection Heating Air Conditioning
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White Copy = Customer Yellow Copy = Technician