

UNIT # \_\_\_\_\_ DATE \_\_\_\_\_ COMPLETED BY \_\_\_\_\_ FOLLOW-UP BY \_\_\_\_\_

## QUARTERLY INSPECTION

CONDENSER / AIR HANDLER	✓	NEED SERVICE (Y / N)	NOTES
Check the condenser cabinet and components for damage			
Make sure the filter is clean, change as needed			
Look for staining, moisture, and leaks			
Visually inspect the A/H coil to ensure it is clean			
Check the condensate drain line for proper flow			
Check the float switch to ensure proper function			

## ANNUAL MAINTENANCE

CONDENSER	✓	NEED SERVICE (Y / N)	NOTES
Clear the area around the unit of leaves, brush, and debris			
Check the cabinet for dents, cracks, or damage			
Check the fan and motor for any damage			NAME PLATE AMPS: ACTUAL AMPS:
Clean the condenser coil			
Check the compressor and accumulator (on heat pumps) for proper operation			NAME PLATE AMPS: ACTUAL AMPS:
Clean leaves or debris from inside the cabinet			
Make sure all electrical components, including safety controls and connections, are wired correctly and working properly			
Check for signs of leaks and any damage to the refrigerant line			
Check overall system charge			SUC. PRESS HEAD PRESS SUPER HEAT

AIR HANDLER	✓	NEED SERVICE (Y / N)	NOTES
Change the air filter (if necessary)			
Check the cabinet for any damage or dents			
Clean any accumulated dust that might clog up the system			
Make sure the coil is clean and free of any dust, moisture, or ice buildup			
Ensure that the blower is operating properly			
Check the condensate drain line for any clogs, clean drain pan(s), add drain pan tablets as needed			
Make sure the float switch is operating properly			
Ensure all electrical components, including safety controls and connections, are wired correctly and working properly			
Check all thermostat functions			