



Gas Furnace Maintenance Checklist

- Initiate call for heat from thermostat.
- Perform a safety inspection of the furnace heat exchanger to ensure operation safety. Turn off fuel supply and attach safety warning.
- Inspect blower wheel for balance and dirt.
- Inspect evaporator coil for mold, mildew and dirt, if accessible.
- Inspect and clean burner assembly.
- Inspect and tighten electrical wires and connections.
- Inspect exhaust flue.
- Inspect gas piping at and in furnace for leaks.
- Inspect and clean flame sensor.
- Inspect condition of pilot assembly and hot surface igniter.
- Inspect and test blower capacitor.
- Inspect filtration.
- Clean interior of furnace cabinet.
- Verify gas pressure and adjust if needed.
- Cycle system at thermostat to verify proper heat on sequence and inspect flame characteristics.
- Measure voltage and amperage of draft and inducer motors and compare to specifications.
- Inspect condition and verify proper installation of furnace drain system.
- Inspect safety devices for proper operation.
- Verify air flow thru ductwork and inspect for dirt and debris.
- Measure temperature difference between supply and return and adjust fan speed if necessary.
- Cycle furnace on and off at thermostat with homeowner.



Electric Furnace/Air Handler Maintenance Checklist

- Verify thermostat is sending proper signal to the furnace.
- Inspect cabinet for rust, holes, seam separation and proper clearances.
- Visually inspect accessible ductwork for any defects and verify airflow at each vent inside the home.
- Ensure proper grounding of equipment.
- Measure line voltage.
- Inspect and test contactors/relays.
- Inspect all electrical connections.
- Test heat strip capacity and sequence of operation.
- Measure temperature rise.
- Measure static pressure.
- Check fan speeds.
- Test ECM motor for proper operation (if applicable).
- Test Inspect fan belt tension (if applicable).
- Inspect fan belt/pulleys for wear and tear (if applicable).
- Verify blower wheel has tight connection to motor shaft.
- Verify blower wheel spins freely and has minimal endplay.
- Inspect blower motor capacitor.
- Measure blower motor amp draw and verify it is within OEM specs.
- Clean inside and outside of furnace cabinet.
- Remove and check filter. Replace if needed (additional charges may apply).
- Verify thermostat settings and cycle furnace to verify proper sequence of operation upon completion.



Heat Pump / AC Maintenance Checklist

- Verify thermostat is sending proper signal to cooling equipment.
- Inspect cabinet for rust, holes, seam separation and proper clearances.
- Inspect all electrical wiring and connections.
- Measure line voltage.
- Inspect fan blade for cracks and verify tight connection to motor shaft.
- Verify fan spins freely and has minimal endplay.
- Inspect all capacitors microfarad.
- Measure condenser fan motor and compressor amperage.
- Inspect and test contactors/relays.
- Check circuit board for hot spots and other damage.
- Check defrost controls and verify proper defrost cycle, if applicable.
- Test reversing valve for proper operation, if applicable.
- Inspect and clean outdoor coil.
- Clean interior and exterior of outdoor cabinet.
- Inspect indoor coil condition (if cleaning is needed, additional charges will apply).
- Inspect drain pan and drain line for proper drainage and clean, if necessary. Check secondary drain line, pans and overflow devices, if applicable.
- Measure static pressure and temperature drop across indoor coil.
- Inspect indoor blower assembly (if cleaning is needed additional charges will apply).
- Visually inspect accessible ductwork for any defect and verify airflow at each vent inside of home.
- Remove and check filter. Replace if needed (additional charges may apply).
- Verify thermostat settings and cycle cooling equipment to verify proper sequence of operation upon completion.