



Spring Maintenance Report Card

(210) 386-1599

Customer:
Address:
System Description:



Fall Maintenance Report Card

(210) 386-1599

Customer:
Address:
System Description:



General Inspection	Item	Grade	Comments
	Air Filters		
	Electrical Connections		
	Condensate Drains		
	Motor / Bearings		
	Cooling Operation		
	Thermostats		
	Duct system/ Air leakage		
	Relays & Contactors		
	Evaporator Coil		
Temperatures			
Safety Switches			
Outside Condenser	Item	Grade	Comments
	System Pressures	R22 / 410A	Low: _____ High: _____
	Check Condenser Coils		
	Test Capacitors		
	Check Compressor Amps		
	Check Fan Motor Amps		
	Check Voltage Drop		
	Check 2 Stage Operation		
	Inspect Contactors		
	Check Sub Cooling levels		
Check Super Heat levels			
Inside Unit	Item	Grade	Comments
	Inspect Evaporator Coil		
	Check Metering device		
	Inspect Return Air		
	Vacuum Closet		
	Check Motor Amps		
	Test Run Capacitor s		
	Check Motor Bearings		
	Test Safety Switches		
	Return Air Temperature		
Supply Air Temperature			
Inspect Drain Pans			

Overall Grade: _____ Comments: _____

General Inspection	Item	Grade	Comments
	Air Filters		
	Electrical Connections		
	Check For Leaks		
	Blower Motor Amperage		
	Heater Operation		
	Thermostat		
	Duct system/Air leakage		
	Relays & Contactors		
	Anticipator Settings		
Temperature Rise			
Safety Switches			
Gas Furnace	Item	Grade	Comments
	Carbon Monoxide Levels		
	Vent Pipe		
	Combustion Air		
	Furnace Cabinet		Vacuumed
	Flame Sensor		
	Pilot Light		
	Heat Exchanger		
	Gas Valve Pressure		
	Shut-Off Valve		
Check for Gas Leaks			
PUT SCREW BACK ON GAS VALVE			
Heat Pump	Item	Grade	Comments
	Refrigerant Levels	R22 / 410A	Low: _____ High: _____
	Defrost Settings		
	Crankcase Heater		
	Reversing Valve		
	Auxiliary Heat Amperage		
Inspect Indoor Coils			
Inspects Outdoor Coils			
Electri	Item	Grade	Comments
	Heat Strip Condition		
	Heat Strip Amperage		
Air Flow			

Overall Grade: _____ Comments: _____