



A Solutions Company

Design • Service • Installation

General Servicing Checklist

Customer Name :			
Address:			
Job Ticket No.		Date:	Time:
Job Description:			
Model Number:		Serial No:	
Location of Unit:			

EVAPORATOR SECTION	YES	NO	CONDENSING UNIT	YES	NO
Performance checked before service			Performance checked before service		
Thermostat battery and accuracy good			Coil cleaned and free of fouling		
Filter in place and cleaned			Fins combing needed		
Unit internal insulation ok			Fan bearing need lubrication		
Blower rotation correct			Fan blade/s in place and rotation correct		
Blower wheel rusted			Electrical connections cleaned and tight		
Coil cleaned and free any fouling			Panel missing screws		
Secondary pan in good and piped			Refrigerant lines secured and properly insulated		
Pulley and flywheel wear checked			Panel Painting required		
Check & lubricate motor bearings			Moisture observed in sight glass		
Blower bearing checked and lubricated			Unusual noise or vibration		
Air flow checked and is acceptable			Discarded AC related parts nearby		
Evaporator fins need combing			Fan propeller or bearings noisy		
Condensate water flowing freely			Checked unit mounting brackets, ensured securely mounted		
Condensate Drain trapped			Compressor Oil level OK (if applicable)		
Unit's ducting connection good			Fan guards in place and screwed down		
AHU room clean			Hot air recycling		
Unit Panel missing screws/ clean			System Operating parameters checked and documented		
Base or Panel Painting required			Oil/refrigerant stains observed		
Unusual noise or vibration			Line insulation deteriorated		
Thermostat secured and properly set			Fan capacitor Checked OK		
Oil/refrigerant stains observed					
Liquid line filter rusted					
Belts good					
Electric connections tightened and clean					
Fan capacitor checked OK					
Electrical wiring neat and tidy					
10ft of supply, return duct and return grill clean					

Observations _____

RECOMMENDATIONS _____

Technician _____ Supervisor _____
 Technician signature _____ Supervisor signature _____