

Service Agreement Details

Spring /Summer Maintenance Checklist

- ✓ Replace all filters.
- ✓ Clean evaporator coils and condensers.
- ✓ Clear clogs and clean drain lines to ensure proper flow.
- ✓ Remove any standing water from drain pans to avoid overflows.
- ✓ Inspect ducts for dust, mold or debris.
- ✓ Check the refrigerant charge and for any possible leaks.
- ✓ Check thermostats and their controls to ensure they are correctly set.
 - If necessary, change batteries.
- ✓ Check all connections and the electrical system.
- ✓ Make sure the fan motor is operating correctly.
- ✓ Inspect the blowers and blades to maintain proper airflow.
- ✓ Lubricate any moving parts.
- ✓ Make sure the HVAC cabinet door is securely closed.
- ✓ Replace filter

Fall/Winter Maintenance Checklist

- ✓ Check the ignition burner assembly.
- ✓ Carefully inspect heating elements or heat exchanger. If these get damaged, they could lead to problems with carbon monoxide.
- ✓ Inspect the flue system and make sure it is securely attached to the furnace.
- ✓ If you own a gas furnace, the technician will check for gas leaks.
- ✓ Clear drain lines and pans of standing water to prevent overflows.
- ✓ Check wiring and electrical connections.
- ✓ Lubricate all moving parts such as bearings and motors.
- ✓ Check thermostats and controls to ensure they are set at the right temperatures.
- ✓ Replace filter
- ✓ Check the heat pump.