



## **HVAC Planned Maintenance Checklist**

### **Evaporators**

#### **Tighten all electrical connections in the electrical panel**

- Check for frayed wiring insulation, corroded terminals, and tightness of spades

#### **Check fan motors and blades**

- Check the blades for unusual wear patterns or stress fractures & replace if necessary
- Clean the surface of each fan blade & apply lubricant as necessary

#### **Check all defrost heaters**

- Check each heater for correct amperage draw, voltage at each heater terminal, and heater terminals are in good condition

#### **Clean the drain pan and check for proper drainage**

- Remove foreign material from the drain pan
- Ensure drain line is clear Planned Maintenance

#### **Clean the evaporator coil surface**

- Periodic washes with commercial grade cleaning foam will ensure fins are clear from dust and foreign material
- NOTE: Never use an acid-based cleaner to clean refrigeration coils (heat exchanger) in a evaporator

## **Condensing Units**

### **Check all electrical components**

- Check all electrical connections inside the compressors electrical box, all relays for worn points, and all contactors for worn/pitted contact points
- Inspect defrost timer motor, clean the contact points, and lubricate the gears

### **Check operation of the control system**

- Check all pressure controls, safety controls, operation of the room temperature thermostat, and liquid line solenoid valve closes completely to force pump down

### **Check oil level in the compressor and crankcase heater operation**

- Oil level should be at or between 1/3 and 2/3 sight glass

### **Check operation of defrost controls**

- Ensure defrost heaters completely clear the coil of frost

### **Check condition of refrigerant line insulation**

- Open, torn, or water-logged insulation should be replaced

### **Check proper refrigerant level in the system**

- Sight glass should be clear and full during normal operation
- Failure to be clear and full may indicate a leak in the system

### **Check system superheat at the condensing unit**

- Ensure superheat at the compressor is no lower than 30°F

### **Tighten all electrical connections**

- Check for frayed wiring insulation, corroded terminals, and tightness of spade connections

### **Replace all missing valve caps and unit covers**

- Protect outdoor units from the elements & external intrusions

### **Clean the evaporator coil surface**

- Periodic washes with commercial grade cleaning foam will ensure fins are clear from dust and foreign material
- NOTE: Never use an acid-based cleaner to clean refrigeration coils (heat exchanger) in a condensing unit



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## **Proactive Maintenance Plans**

Lack of regular HVAC maintenance results in possible unit failure, equipment damage, safety concerns and of course, increased run time and cost!

Our service agreements ensure that your equipment is working at maximum efficiency 24/7.

**Request a quote today!**