MAINTENANCE AGREEMENT HEATING SERVICE INSPECTION

CUSTOMER _____ UNIT #_____

GAS FURNACE: BRAND_____ LOCATION_____
MODEL_____ SERIAL _____ AGE_____

- ☐ CHECK THERMOSTAT – CALIBRATE IF NEEDED
- ☐ CLEAN OR REPLACE STANDARD 1" PLEATED AIR FILTERS
- ☐ INSPECT BLOWER COMPONENTS
- ☐ ADJUST PULLEYS AND BELTS, LUBRICATE MOTORS IF APPLICABLE
- ☐ INSPECT AND TIGHTEN ALL LOOSE ELECTRICAL CONNECTIONS
- ☐ CHECK BURNERS (CLEAN AT DISCOUNTED RATE IF NEEDED)
- ☐ CHECK PILOT SAFETY SHUTOFF
- ☐ CHECK LIMIT SWITCH
- ☐ CHECK HEAT EXCHANGERS FOR LEAKS OR CRACKS
- ☐ VISUAL CHECK PLENUM & ACCESSABLE DUCTS FOR AIR LEAKS
- ☐ CHECK VISABLE FLUE PIPE
- ☐ CHECK FOR GAS LEAKS AT UNIT

HEAT PUMP / ELECTRIC HEAT: BRAND_____ LOCATION_____
MODEL_____ SERIAL_____ AGE_____

- ☐ CHECK OPERATING PRESSURES AMBIENT TEMPERATURE _____
  SUCTION PRESSURE_____ HEAD PRESSURE_____
- ☐ INSPECT CONDENSER COIL – RINSE OFF AND CLEAR ANY VISIBLE DEBRIS
  (CLEAN AT DISCOUNTED RATE IF CHEMICAL CLEANING IS NEEDED)
- ☐ CHECK START KIT
- ☐ CHECK DISCONNECT
- ☐ INSPECT AND TIGHTEN ALL LOOSE ELECTRICAL CONNECTIONS
- ☐ INSPECT & TEST SAFETY CONTROLS
- ☐ CHECK ELECTRIC HEAT ELEMENTS
- ☐ CHECK FUSE LINKS
- ☐ CHECK SEQUENCERS

RECOMMENDATIONS OR COMMENTS:

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YOUR HEATING SYSTEM HAS BEEN LEFT IN OPTIMUM OPERATING CONDITION.

TO ENSURE CONTINUED OPERATING EFFICIENCY:

CHANGE YOUR FILTERS IF THEY BEGIN TO SHOW A BUILDUP OF DUST
KEEP YOUR OUTSIDE UNIT FREE FROM GRASS CLIPPINGS, COTTONWOOD, LEAVES, OR OTHER DEBRIS
DO NOT BLOCK YOUR INDOOR GRILLES AND REGISTERS; YOUR SYSTEM NEEDS TO CIRCULATE AIR IN ORDER TO OPERATE PROPERLY.
CALL US IF YOU SEE DAMAGE TO UNIT (FROM HAIL, VANDALS, ANIMALS)

CALL ME AT CODY AIR CONDITIONING IF YOU HAVE QUESTIONS OR CONCERNS ABOUT YOUR HEATING SYSTEM.

TECHNICIAN _____ DATE_____

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