

JE Dowling Mechanical Contractors

Preventative Maintenance - Systems Checklist

Spring

Air Conditioning System

- Inspect and clean washable filter(s)
- **Provide and replace disposable pleated-type air filter(s)**
 - **Replace belt once per year (as applicable)**
 - Clean condenser coil
- Inspect evaporator coil (when accessible) for any restriction and brush clean
 - Inspect condensate drains and drain pan(s)
- Lubricate condenser and evaporator fan/blower motor(s)
 - Check fan blades for balance and proper alignment
 - Start air conditioner and check voltage(s)
 - Start air conditioner and check amperage(s)
 - Test safety controls
- Inspect motor contactors for pitting, corrosion, arcing or fusing
 - Inspect start/run capacitors and relay
 - Check vibration and noise level
- Check thermostat settings and programming
- Inspect equipment doors for alignment and proper sealing
 - Check moisture indicator
- Inspect for bent fins on heat exchanger(s)
- Check tubing for vibration, chafing and distortion
- Check operation outdoor air thermostats and economizer
- Inspect damper linkages and motors, adjust and tighten as required
- Check megohmmeter reading of compressor when needed
 - Inspect and tighten electrical connections

Fall

Heating System

- Inspect and clean washable economizer filter(s)
- **Provide and replace disposable pleated-type air filters**
- Check belt tension alignment and condition (when applicable) and adjust as required
- Lubricate Induced draft and blower motors (oil/ grease bearings)
- Inspect heat exchangers for cracks when accessible
 - Clean burners and burner tubes
 - Clean thermocouples
 - Verify fan switch operation
- Inspect pilot flame and adjust as required
 - Test burner safety controls
- Inspect gas lines and shut-off
- Check combustion air inlets
 - Clean flue pipes
- Check thermostat settings / programming and replace batteries if applicable
 - Check fusible links and limit disc
- Calibrate fuel / air ratio
- Test all limit switches
- Check outdoor air thermostats and economizer operation
 - Verify proper gas pressure when applicable
- Check crankcase heater for proper operation
- Inspect motor contactors for pitting, corrosion, arcing or fusing
 - Inspect and tighten electrical connections

Having a properly maintained heating and cooling system provides priceless peace of mind.

Thank you for allowing our team to be of service!

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