



Customer Name: _____ Date: _____

Customer Address: _____ State: _____ Zip: _____

Indoor Model:	Serial	Outdoor Model:	Serial:
Unit 1			
Unit 2			
Unit 3			
Unit 4			
Unit 5			
Unit 6			

COMPONENT	MAINTENANCE		NOTES
FILTER	Replace/clean as required.	<input type="checkbox"/>	
EVAPORATOR COIL	Inspect and clean as necessary. Straighten fins. Check for damage or leaks. Inspect and clean drain pan and drain line.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONDENSER COIL	Inspect and clean as necessary. Straighten fins. Check for damage or leaks.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
COMPRESSOR	Check refrigerant charge. Check for refrigerant or oil leak. Check for crankcase heater operation. Check compressor amp draw.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Rated Amps _____ Actual _____
SUPPLY FAN	Inspect and clean. Check blade is tight to shaft Check rotation and alignment Lubricate bearings/adjust belts	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
SUPPLY FAN MOTOR	Inspect and clean. Lubricate. Examine motor mounts. Check Amp Draw	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Rated Amps _____ Actual _____
CONDENSER FAN	Inspect and clean. Check for proper rotation and clearance. Check fan blade is secure.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONDENSER FAN MOTOR	Inspect and clean. Lubricate if necessary. Examine motor mounts.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONTROLS/WIRING	Inspect starter coils and contacts. Tighten all electrical connections. Inspect wiring for damage from vibration, etc Sequence test all controls.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
THERMAL EXPANSION VALVE	Check for proper operation. Adjust as required.	<input type="checkbox"/> <input type="checkbox"/>	
AIR HANDLER & OUTDOOR UNIT	Wipe all panels clean. Apply protective coat of wax	<input type="checkbox"/> <input type="checkbox"/>	

Technician: _____



Customer Name:	Date:	
Customer Address:	State:	Zip:
Unit Make:	Model:	Serial:

COMPONENT	MAINTENANCE		NOTES
ELECTRICAL DISCONNECT	Inspect contacts and tighten loose connections. Check for proper operation.	<input type="checkbox"/> <input type="checkbox"/>	
CONDENSER FAN MOTOR	Lubricate bearings. Examine motor mounts. Check motor amp draw.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Rated Amps _____ Actual _____
CONDENSER FAN	Check fan wheel and clean dirt accumulation. Lubricate bearings and check for end play, excessive bearing temp and wear. Check condition of drive couplings and belts. Adjust as required.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONDENSER COIL	Clean finned surfaces. Check for damage or leaks. Straighten bent fins.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONTROL PANEL/THERMOSTAT	Sequence test all controls. Check all electrical connections	<input type="checkbox"/> <input type="checkbox"/>	
COMPRESSOR	Check crankcase heater operation. Check refrigerant charge. Check for refrigerant and oil leaks. Check oil level and condition. Check for excessive vibration.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
ZONE CONTROL ACTUATORS	Inspect, clean and calibrate. Adjust linkage as necessary.	<input type="checkbox"/> <input type="checkbox"/>	
COOLING COIL	Inspect and clean as required. Check condition of fins and straighten if bent. Check for corrosion and leaks.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
FILTER SECTION	Replace/clean media as required.	<input type="checkbox"/>	
FRESH AIR DAMPER	Check for unrestricted and proper operation. Lubricate bearings as required.	<input type="checkbox"/> <input type="checkbox"/>	
RETURN AIR DAMPER	Check for unrestricted and proper operation. Lubricate bearings as required.	<input type="checkbox"/> <input type="checkbox"/>	
EXHAUST AIR DAMPER	Check for unrestricted and proper operation. Lubricate bearings as required.	<input type="checkbox"/> <input type="checkbox"/>	
SUPPLY FAN	Inspect and clean. Check blade is tight to shaft Check rotation and alignment Lubricate bearings/adjust belts	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Rated Amps _____ Actual _____
CONTROLS/WIRING	Inspect starter coils and contacts. Tighten all electrical connections. Inspect wiring for damage from vibration, etc	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
ELECTRIC HEATING ELEMENTS	Inspect and clean as required. Check amp draw for proper operation	<input type="checkbox"/> <input type="checkbox"/>	

BURNER SECTION	Check flame composition and shape. Inspect and clean orifices, passages and nozzles. Test safety switches	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
HEATING SECTION	Inspect and clean as required. Check for leaks in exchanger. Check sequence of operation.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
EXTERIOR UNIT PANELS	Wipe all panels clean. Apply protective coat of wax	<input type="checkbox"/> <input type="checkbox"/>	

Technician: _____



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COMPONENT	MAINTENANCE		NOTES
ELECTRICAL DISCONNECT	Inspect contacts and tighten loose connections. Check for proper operation.	<input type="checkbox"/> <input type="checkbox"/>	
COOLING COIL	Inspect and clean as required. Check condition of fins and straighten if bent. Check for corrosion and leaks.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
FILTER SECTION	Replace/clean media as required.	<input type="checkbox"/>	
FRESH AIR DAMPER	Check for unrestricted and proper operation. Lubricate bearings as required.	<input type="checkbox"/> <input type="checkbox"/>	
RETURN AIR DAMPER	Check for unrestricted and proper operation. Lubricate bearings as required.	<input type="checkbox"/> <input type="checkbox"/>	
EXHAUST AIR DAMPER	Check for unrestricted and proper operation. Lubricate bearings as required.	<input type="checkbox"/> <input type="checkbox"/>	
SUPPLY FAN	Inspect and clean. Check blade is tight to shaft Check rotation and alignment Lubricate bearings/adjust belts	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
DRAFT MOTOR	Check for proper operation. Lubricate if required	<input type="checkbox"/> <input type="checkbox"/>	
BURNER SECTION	Check flame composition and shape. Inspect and clean orifices, passages and nozzles. Test safety switches	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
HEATING SECTION	Inspect and clean as required. Check for leaks in exchanger. Check sequence of operation.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
EXTERIOR UNIT PANELS	Wipe all panels clean. Apply protective coat of wax	<input type="checkbox"/> <input type="checkbox"/>	

Technician: _____

A/C Maintenance



Ph: (859)621-6590

bcs HVAC@gmail.com
MO5209

Customer Name:	Date:	
Customer Address:	State:	Zip:
Outdoor Make:	Model:	Serial:

COMPONENT	MAINTENANCE		
FAN	Check for alignment, balance and security to shaft. Check for corrosion and wear. Check condition of drive couplings and belts. Check fan blades and clean dirt accumulation. Check and tighten mounting bolts.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONDENSER COIL	Clean finned surfaces. Check for damage or leaks. Straighten bent fins.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
MOTOR	Lubricate motor bearings. Examine motor mount resiliency.	<input type="checkbox"/> <input type="checkbox"/>	Rated Amps _____ Actual _____
COMPRESSOR	Check crankcase heater operation. Check refrigerant charge. Check for refrigerant and oil leaks. Check oil level and condition. Check for excessive vibration.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Rated Amps _____ Actual _____
CONTROLS/WIRING	Inspect starter coils and contacts. Tighten all electrical connections. Inspect wiring for damage from vibration, etc	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
EXTERIOR UNIT PANELS	Wipe all panels clean. Apply protective coat of wax	<input type="checkbox"/> <input type="checkbox"/>	

Technician: _____



Ph: (859)621-6590

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MO5209

Gas Fired Unit Heater Maintenance

Customer Name:	Date:	
Customer Address:	State:	Zip:
Unit Make:	Model:	Serial:

COMPONENT	MAINTENANCE		NOTES
HOUSING	Check mounts for security. Clean and remove external/internal dirt accumulation.	<input type="checkbox"/> <input type="checkbox"/>	
FAN	Inspect and clean. Check for proper rotation and alignment. Check for excessive vibration.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
MOTOR	Check current. Check for excessive vibration. Lubricate motor bearings.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
BURNER SECTION	Check flame composition and shape. Inspect and clean orifices, passages and nozzles. Test safety switches	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONTROLS	Perform operational tests and assure proper settings: Operating controls High temperature safety control. Flame failure safety limit.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
EXTERIOR UNIT PANELS	Wipe all panels clean. Apply protective coat of wax	<input type="checkbox"/> <input type="checkbox"/>	

Technician: _____



Customer Name:	Date:	
Customer Address:	State:	Zip:
Outdoor Make:	Model:	Serial:

COMPONENT	MAINTENANCE		NOTES
FILTER	Replace as required.	<input type="checkbox"/>	
COOLING COIL	Inspect and clean. Straighten fins. Check for damage or leaks. Check drain pan and drain.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
HEATING COIL	Inspect and clean. Straighten fins. Check for damage or leaks. Check drain pan and drain.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
SUPPLY FAN MOTOR	Inspect and clean. Lubricate. Examine motor mount resiliency.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Rated Amps _____ Actual _____
SUPPLY FAN	Inspect and clean. Check for proper rotation and clearance. Check security to motor shaft.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONTROL PANEL	Test for proper operation.	<input type="checkbox"/>	
COMPRESSOR	Check refrigerant charge. Check for refrigerant and oil leaks. Check crankcase heater operation.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONDENSER FAN	Inspect and clean. Check for proper rotation and clearance.	<input type="checkbox"/> <input type="checkbox"/>	
EXTERIOR UNIT PANELS	Wipe all panels clean. Apply protective coat of wax	<input type="checkbox"/> <input type="checkbox"/>	

Technician: _____