

**SUNSHINE AIR CONDITIONING, INC**  
**PREVENTATIVE MAINTENANCE TUNE UP AND SAFETY CHECK**

**COMFORT CLUB**

DATE: \_\_\_\_\_ INV. NUMBER \_\_\_\_\_ OD TEMP. \_\_\_\_\_ ARRIVAL SET POINT: \_\_\_\_\_

**SPRING**

- \_\_\_\_ 1) CHECK SYSTEM OPERATION AND CALIBRATION OF T-STAT
- \_\_\_\_ 2) CHECK AIR TEMPERATURE OF GRILLS
- \_\_\_\_ 3) CLEAN OR REPLACE OWNER PROVIDED FILTER OR VACUUM ELECTRONIC FILTER  
FILTER USED: \_\_\_\_\_
- \_\_\_\_ 4) INSPECT AND **CLEAN EVAPORATOR COIL** IN PLACE
- \_\_\_\_ 5) INSPECT AND FLUSH DRAIN PAN
- \_\_\_\_ 6) **ADD ALGAE TABLET TO DRAIN PAN**
- \_\_\_\_ 7) CLEAN AND FLUSH CONDENSATE DRAIN LINE
- \_\_\_\_ 8) INSPECT, TEST, LUBRICATE BLOWER  
VOLTAGE: \_\_\_\_\_ AMPS: \_\_\_\_\_
- \_\_\_\_ 9) CAPACITOR SIZE: \_\_\_\_\_ READING: \_\_\_\_\_
- \_\_\_\_ 10) **CHECK STATIC PRESSURE:** \_\_\_\_\_
- \_\_\_\_ 11) VISIBLY INSPECT DISCONNECT AND WIRING
- \_\_\_\_ 12) VISIBLY INSPECT COMPRESSOR AND WIRING
- \_\_\_\_ 13) CLEAN CONDENSER COIL AND CABINET
- \_\_\_\_ 14) INSPECT, TEST AND LUBRICATE CONDENSER FAN MOTOR, COMPRESSOR AND ELECTRICAL COMPONENTS
- \_\_\_\_ 15) FAN AMPS: \_\_\_\_\_
- \_\_\_\_ 16) CAPACITOR SIZE: \_\_\_\_\_ READING: \_\_\_\_\_
- \_\_\_\_ 17) COMPRESSOR START AMPS: \_\_\_\_\_
- \_\_\_\_ 18) COMPRESSOR RUN AMPS: \_\_\_\_\_
- \_\_\_\_ 19) COMPRESSOR VOLTAGE: \_\_\_\_\_
- \_\_\_\_ 20) VISIBLY INSPECT FOR LEAKS
- \_\_\_\_ 21) CHECK SUPERHEAT: \_\_\_\_\_
- \_\_\_\_ 22) CHECK SUB COOLING: \_\_\_\_\_
- \_\_\_\_ 23) REFRIGERANT PRESSURE HEAD \_\_\_\_\_ SUCT. \_\_\_\_\_
- \_\_\_\_ 24) ENSURE PROPER OPERATION OF COOLING SYSTEM  
PROPER REFRIGERANT LEVELS \_\_\_\_\_
- \_\_\_\_ RETURN SYSTEM TO CUSTOMER'S SETTINGS

**FALL HEAT PUMP**

- \_\_\_\_ 1) CHECK SYSTEM OPERATION AND CALIBRATION OF T-STAT
- \_\_\_\_ 2) CHECK AIR TEMPERATURE OF GRILLS
- \_\_\_\_ 3) CLEAN OR REPLACE OWNER PROVIDED FILTER OR VACUUM ELECTRONIC FILTER  
FILTER USED: \_\_\_\_\_
- \_\_\_\_ 4) INSPECT AND **CLEAN EVAPORATOR COIL** IN PLACE
- \_\_\_\_ 5) INSPECT AND FLUSH DRAIN PAN
- \_\_\_\_ 6) **ADD ALGAE TABLET TO DRAIN PAN**
- \_\_\_\_ 7) CLEAN AND FLUSH CONDENSATE DRAIN LINE
- \_\_\_\_ 8) INSPECT, TEST, LUBRICATE BLOWER  
VOLTAGE: \_\_\_\_\_ AMPS: \_\_\_\_\_
- \_\_\_\_ 9) CAPACITOR SIZE: \_\_\_\_\_ READING: \_\_\_\_\_
- \_\_\_\_ 10) **CHECK STATIC PRESSURE:** \_\_\_\_\_
- \_\_\_\_ 11) VISIBLY INSPECT DISCONNECT AND WIRING
- \_\_\_\_ 12) VISIBLY INSPECT COMPRESSOR AND WIRING
- \_\_\_\_ 13) CLEAN CONDENSER COIL AND CABINET
- \_\_\_\_ 14) INSPECT, TEST AND LUBRICATE CONDENSER FAN MOTOR, COMPRESSOR AND ELECTRICAL COMPONENTS
- \_\_\_\_ 15) FAN AMPS: \_\_\_\_\_
- \_\_\_\_ 16) CAPACITOR SIZE: \_\_\_\_\_ READING: \_\_\_\_\_
- \_\_\_\_ 17) COMPRESSOR START AMPS: \_\_\_\_\_
- \_\_\_\_ 18) COMPRESSOR RUN AMPS: \_\_\_\_\_
- \_\_\_\_ 19) COMPRESSOR VOLTAGE: \_\_\_\_\_
- \_\_\_\_ 20) VISIBLY INSPECT FOR LEAKS
- \_\_\_\_ 21) CHECK SUPERHEAT: \_\_\_\_\_
- \_\_\_\_ 22) CHECK SUB COOLING: \_\_\_\_\_
- \_\_\_\_ 23) REFRIGERANT PRESSURE HEAD \_\_\_\_\_ SUCT. \_\_\_\_\_
- \_\_\_\_ 24) TEST REVERSING VALVE FOR PROPER OPERATION
- \_\_\_\_ 25) TEST DEFROST OPERATION
- \_\_\_\_ 26) TEST OPERATION OF EMERGENCY HEAT STRIPS  
SIZE: \_\_\_\_\_ AMPS: \_\_\_\_\_
- \_\_\_\_ 27) ENSURE PROPER OPERATION OF HEATING SYSTEM  
RETURN SYSTEM TO CUSTOMER'S SETTINGS

**FALL GAS FURNACE**

- \_\_\_\_ 1) CHECK SYSTEM OPERATION AND CALIBRATION OF T-STAT
- \_\_\_\_ 2) CHECK AIR TEMPERATURE OF GRILLS
- \_\_\_\_ 3) CLEAN OR REPLACE OWNER PROVIDED FILTER OR VACUUM ELECTRONIC FILTER  
FILTER USED: \_\_\_\_\_
- \_\_\_\_ 4) INSPECT AND **CLEAN EVAPORATOR COIL** IN PLACE
- \_\_\_\_ 5) INSPECT AND FLUSH DRAIN PAN
- \_\_\_\_ 6) **ADD ALGAE TABLET TO DRAIN PAN**
- \_\_\_\_ 7) CLEAN AND FLUSH CONDENSATE DRAIN LINE
- \_\_\_\_ 8) INSPECT, TEST, LUBRICATE BLOWER  
VOLTAGE: \_\_\_\_\_ AMPS: \_\_\_\_\_
- \_\_\_\_ 9) CAPACITOR SIZE: \_\_\_\_\_ READING: \_\_\_\_\_
- \_\_\_\_ 10) **CHECK STATIC PRESSURE:** \_\_\_\_\_
- \_\_\_\_ 11) VISIBLY INSPECT FLU PIPE AND CAP
- \_\_\_\_ 12) LIMIT SWITCH FUNCTIONING
- \_\_\_\_ 13) FLAME ROLL OUT SWITCH FUNCTIONING
- \_\_\_\_ 14) PRESSURE SWITCH FUNCTIONING
- \_\_\_\_ 15) IGNITER OPERATING
- \_\_\_\_ 16) INDUCER DRAFT STATIC PRESSURE: \_\_\_\_\_  
AMPS: \_\_\_\_\_
- \_\_\_\_ 17) **CHECK GAS PRESSURE:** \_\_\_\_\_  
(ADJUST IF NEEDED)
- \_\_\_\_ 18) CHECK BURNER FOR PROPER FLAME DISPERSION AND PIGMENTATION
- \_\_\_\_ 19) **INSPECT FOR PROPER COMBUSTION AIR**
- \_\_\_\_ 20) ENSURE PROPER OPERATION OF HEATING SYSTEM  
SUPER HEAT \_\_\_\_\_ SUBCOOLING \_\_\_\_\_
- \_\_\_\_ 21) IF OD TEMP IS ABOVE 65 DEGREES  
PROPER REFRIGERANT LEVELS \_\_\_\_\_
- \_\_\_\_ RETURN SYSTEM TO CUSTOMER'S SETTINGS

CUSTOMER NAME: \_\_\_\_\_ SERVICE TECHNICIAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_