

HVAC Tune Up Form

The following work items must be completed in order to qualify for a tune up incentive:

Checklist items marked as "No" have been corrected

Thermostat has been inspected for proper operation	<input type="checkbox"/>	Thermostat is operating properly	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Air filter has been inspected	<input type="checkbox"/>	Existing filter is clean or has been changed recently	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Condensate drain has been inspected	<input type="checkbox"/>	Condensate drain shows no sign of leakage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Plumbing components and traps intact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Drains free from obstruction	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Drain pan free of biological growth	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Evaporator coil has been inspected	<input type="checkbox"/>	Coil free of contaminants that could restrict air flow	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Evaporator fan and motor has been inspected	<input type="checkbox"/>	Fan or blower has tight connection with blower motor shaft	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Fan can rotate freely	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Blower wheel is free of dust and debris	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Bearings are properly lubricated (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
All accessible refrigerant lines have been inspected	<input type="checkbox"/>	Line free of any leaks, kinks, crushed sections or restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Proper insulation in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Condenser coil has been inspected	<input type="checkbox"/>	Condenser coils have been brushed and combed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Condenser fins have been brushed and combed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Condenser fan motor has been inspected	<input type="checkbox"/>	Fan blade has a tight connection to the blower motor shaft	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Fan can rotate freely	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Fan is properly lubricated (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Checked system for proper refrigerant charge level	<input type="checkbox"/>	System was properly charged	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Nameplate charge _____ oz		<input type="checkbox"/>
		Amount of charge added _____ oz		<input type="checkbox"/>
		Amount of charge removed _____ oz		<input type="checkbox"/>
		Record refrigerant pressures _____ High _____ Low		<input type="checkbox"/>

Unit Nameplate Data	System Type	Approximate age of the unit (years):
Condenser Serial Number	<input type="checkbox"/> Air Conditioner	
Cooling Capacity (BTU)	<input type="checkbox"/> Heat Pump	
Heating Capacity (BTU) (if applicable)	<input type="checkbox"/> Geothermal	

I certify that a thorough tune up has been completed, including all of the applicable actions indicated above, and I have increased the system efficiency to the best of my ability.

Technician's Name _____ Date: _____