

## Preventative Maintenance Checklist

### Furnaces

- ❑ Check electrical circuit to furnace, thermostat and thermostat wiring, and furnace wiring for loose connections and/or insulation deterioration. Repair as necessary.
- ❑ Inspect heat exchanger and clean if necessary.
- ❑ Check operation of spark ignition system. (Gas Only)
- ❑ Check gas valve operation, adjust gas pressure if required. Inspect, clean and/or adjust pilot burner as needed. (Gas Only)
- ❑ Check and lubricate blower motor. Inspect and clean blower wheel if necessary.
- ❑ Inspect furnace filter.
- ❑ Inspect entire furnace for loose or worn parts, abnormal vibrations and proper venting operation.
- ❑ Test run and adjust for peak operating efficiency.
- ❑ Test all electrical/safety circuits for proper operation.
- ❑ Check carbon monoxide emission level.

### ADDITIONAL SERVICES PROVIDED FOR OIL-FIRED UNITS

- ❑ Clean and adjust electrodes. Clean and inspect firing head, and lubricate burner motor.
- ❑ Inspect oil filter cartridge.
- ❑ Test run, check and adjust oil pump pressure.
- ❑ Perform combustion tests and adjust overfire draft, smoke and CO<sub>2</sub> settings if necessary.
- ❑ Test firing head safety circuits for proper operation

### Furnace Mount Humidifiers

- ❑ Clean lime and corrosion from mechanical parts as needed.
- ❑ Check float valve for proper setting and freedom of movement.
- ❑ Check humidistat for proper calibration.
- ❑ Check fan motor airflow through the humidifier.
- ❑ Inspect electrical system.

**Preventative Maintenance Checklist****Electronic Air Cleaner/  
Furnace Mount**

- Check and clean the cell and pre-filter for efficient operation.
- Check voltages to and from the power supply to help ensure proper operation.
- Inspect indicator lamps as required.
- Check air switch for proper operation.
- Inspect for loose, worn or broken parts required for proper operation.
- Perform a short operational test.

**Central Air Conditioners**

- Inspect condenser coils for obstructions and clean.
- Lubricate condenser fan motor.
- Inspect for unusual vibration or loose parts.
- Clean condensate lines and check condensate pump operation (if equipped).
- Check evaporator for adequate airflow.
- Clean and inspect filter.
- Lubricate furnace blower or air handler.
- Check overall operation of system.
- Change refrigerant (as necessary).

**Evaporative Coolers**

- Clean media pad.
- Clean water pump and check for proper operation (if applicable).
- Lubricate motors as required.
- Check belt for proper operating tension. Replace as necessary.
- Inspect for vibration or loose parts.
- Repair as necessary.

**Dehumidifiers**

- Inspect and clean evaporator and condenser.
- Clean fan blade and oil fan motor (if applicable).
- Clean condensate drain and tubes.
- Adjust compressor tubing as necessary for quiet operation.
- Check controls for proper operation at each setting.
- Check for overall unit performance.
- Check power consumption.