

## TOTAL SERVICE MANAGEMENT PROGRAM 2019-20 HVAC PRE-SERVICE CHECKLIST

SCHOOL / BLDG: \_\_\_\_\_  
 MODEL# \_\_\_\_\_  
 SERIAL # \_\_\_\_\_  
 MANUFACTURER DATE: \_\_\_\_\_  
 FILTER SIZE/AND QUANTITY: \_\_\_\_\_  
 UNIT TYPE: \_\_\_\_\_  
 REFRIGERANT TYPE: \_\_\_\_\_  
 BELT SIZE: \_\_\_\_\_

	COMPLETE	NOTES
Checked compressor.	_____	_____
Checked compressor terminal ends.	_____	_____
Checked condition of blower motor.	_____	_____
Checked fan blade.	_____	_____
Checked condenser coil.	_____	_____
Checked evaporator coil.	_____	_____
Checked service cord/GFI plug. (P-TAC)	_____	_____
Checked capacitor.	_____	_____
Checked selector switch. (P-TAC)	_____	_____
Checked control board. (P-TAC)	_____	_____
Checked all refrigerant lines.	_____	_____
Checked frame.	_____	_____
Checked all component mounting.	_____	_____
Checked all wiring.	_____	_____
Checked housing sleeve. (P-TAC)	_____	_____
Checked seal around housing sleeve. (P-TAC)	_____	_____
Checked filters.	_____	_____
Checked unit upon re-install.	_____	_____

TECHNICIAN: \_\_\_\_\_  
 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RECOMMENDATIONS / ADDITIONAL NOTES:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_