

SERVICE AGREEMENT CHECKLIST

OUR HEATING TUNE-UP PROCEDURE FOR FURNACES INCLUDES, AS NEEDED:

- **Inspect electrical connections and terminals.**
- **Clean, and inspect burner(s). Oil or Gas**
- **Clean, and inspect ignition / pilot assembly. Gas**
- **Clean, and inspect electrodes / nozzle assembly. Oil**
- **Replace nozzle. Oil**
- **Replace fuel line filter cartridge. Oil**
- **Inspect heat-exchanger(s) for cracks, rusting, or problem areas.**
- **Thoroughly clean heat-exchanger.**
- **Inspect the flue assembly and flue gas drafting mechanism.**
- **Test and inspect all furnace safety controls.**
- **Replace or clean standard 1" air filter(s).**
- **Inspect blower compartment, blower wheel, blower motor, and clean as necessary.**
- **Lubricate motors and moving parts as necessary.**
- **Inspect and test system transformers, relays, contactors, and controls.**
- **Inspect supply and return duct system.**
- **Clean and test thermostat.**
- **Report any problems and make necessary recommendations.**

OUR AIR CONDITIONING TUNE-UP PROCEDURE INCLUDES, AS NEEDED:

- **Clean and thoroughly wash condenser coil(s).**
- **Wash and level condensing unit for proper motor and bearing wear.**
- **Apply weather resistant protective coating to the outside unit. (condenser)**
- **Replace or clean standard 1" air filter(s).**
- **Clean and inspect evaporator coil and drain pan when readily accessible.**
- **Clean and inspect condensate drain lines and fittings.**
- **Inspect blower compartment, blower motor, blower wheel, and clean as necessary.**
- **Inspect electrical connections and terminals. This includes service disconnect switch.**
- **Test system capacitors.**
- **Inspect and test system controls, switches, relays, transformers, contactors, motors, and fans.**
- **Measure amperes, line voltage, and control voltage.**
- **Inspect safety controls.**
- **Monitor refrigerant pressures.**
- **Inspect supply and return duct system.**
- **Clean and test thermostat.**
- **Report any problems, and make necessary recommendations.**

OUR HEAT PUMP TUNE-UP PROCEDURE INCLUDES, AS NEEDED:

- **Clean and thoroughly wash condenser coil(s).**
- **Wash and level condensing unit for proper motor and bearing wear.**
- **Apply weather resistant coating to the outside unit. (condenser)**
- **Clean and inspect evaporator coil and drain pan when readily accessible.**
- **Clean and inspect condensate drain lines and fittings.**
- **Inspect system electrical wires, connectors, and terminals.**
- **Inspect electrical connections. This includes service disconnect switch.**
- **Test controls, switches, relays, transformers, contactors, motors, and fans.**
- **Test capacitors.**
- **Measure amperes, line voltage, and control voltage.**
- **Inspect blower compartment, blower motor, blower wheel, and clean as necessary.**
- **Monitor refrigerant pressures.**
- **Replace or clean standard 1" air filters.**
- **Inspect supply and return duct system.**
- **Clean and test thermostat.**
- **Report any problems, and make necessary recommendations.**

OUR HEATING TUNE-UP PROCEDURE FOR BOILERS INCLUDES, AS NEEDED:

- **Inspect electrical connections and terminals.**
- **Clean, and inspect burner(s). Oil or Gas**
- **Clean, and inspect ignition / pilot assembly. Gas**
- **Clean, and inspect electrodes / nozzle assembly. Oil**
- **Replace nozzle. Oil**
- **Replace fuel line filter cartridge. Oil**
- **Inspect heat-exchanger(s) for cracks, rusting, or problem areas.**
- **Thoroughly clean heat-exchanger.**
- **Inspect combustion chamber.**
- **Inspect the flue assembly and flue gas drafting mechanism.**
- **Test and inspect all boiler safety controls.**
- **Check circulator operation.**
- **Lubricate motors and moving parts as necessary.**
- **Inspect and test system transformers, relays, contactors, and controls.**
- **Clean and test thermostat(s).**
- **Report any problems and make necessary recommendations.**