



A/C Preventive Maintenance Checklist

The following items are recommended to be performed as part of a preventive maintenance program for DX heat pumps and a/c units with gas or electric heat. This list focuses primarily on equipment. Ductwork, which is a vital part of the performance of an a/c system, may require additional investigation to determine its integrity.

- Check for refrigerant leaks and proper refrigerant levels on the high and low pressure sides. Repair all leaks.
- Check condenser coil and clean if needed. Keep debris away from unit.
- Straighten any bent heat exchanger fins on condenser coil.
- Check suction pipe insulation and replace if needed.
- Lubricate fan motors and bearings. Replace worn bearings.
- Check fan blades for damage and clean if needed.
- Check belts, if any, for wear and proper tension. Replace if needed.
- Properly seal supply and return duct leaks.
- Check all wiring, electrical connections, contactors, capacitors, relays, etc. for wear, cleanliness and proper operation.
- Check thermostat for proper operation and calibration. Austin Energy offers free thermostat installations. Call us at conservation@austinenergy.com for details.
- Check air filter for proper size and cleanliness. Replace if necessary.
- Check evaporator coil and clean if needed.
- Check condensate pan and drain and clean or replace if needed. To prevent future sludge buildup, put anti-sludge tablets in the pan once a month.
- Check for the proper temperature difference between the supply and return air, also between the outside ambient air and the condenser fan discharge air.
- For heat pumps, check for proper operation of the reversing valve.

GAS/ELECTRIC FURNACES

- Check safety controls, combustion blower, fan cycling and adjust if needed.
- Check heat exchanger and clean or recommend replacement if needed.
- Check standing pilots or electronic ignition controls for proper operation.
- Analyze flue gasses for proper combustion. Adjust burners if necessary.
- Check gas line, flue pipe and combustion air intake vent for leaks.
- Check temperature rise, amp draw and electrical connections on heating elements.

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