



# Planned Maintenance Checklist

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Model: \_\_\_\_\_

Serial: \_\_\_\_\_

Unit location: \_\_\_\_\_ Unit #: \_\_\_\_\_

Technician: \_\_\_\_\_

Gas Heat	Safety Controls
Induced draft motor	
pressure _____ amps _____ condition _____	
Check for gas leaks _____ Check flue cap _____	
Check Diverter _____ Check unit cycle _____	
Chimney liner _____ Condition of vent connect _____	
Heat rise _____ (high heat) Pilot safety _____	
Blower door safety _____ Service switch _____	
Roll out _____ Limit _____	

Supply Blower
Check fan rotation _____ Blower alignment _____
Belt condition/Tension _____
Blower motor amps _____ Oil blower motor _____

Furnace Combustion
CO level ppm: Plenum _____ Flue _____
Stack temp _____ Oxygen % _____
CO2 % _____ Combustion eff _____

Other Equipment
Filter size: _____ X _____ X _____ Type _____
Electronic Air Cleaner Make/Brand _____
Model # _____ Cond. of cells _____
Humidifier Make/Brand _____
Model # _____ Check controls _____
Water pad condition _____ Changed? Y or N
size/part number _____

Air Conditioning System	R410	R-22
Model _____		
Serial _____		
Voltage _____ Phase _____		
Compressor amp _____ Fan amp _____ Total: _____		
Discharge press _____ Suction press _____		
Discharge temp _____ Suction temp _____		
Outdoor coil: Clean Spotty Dirty Plugged		
Outdoor temp _____ Checked furnace filter <input type="checkbox"/>		
Sub cool _____ or Super heat _____		
Defrost cycle initiated/termination setting _____		
Check condensate drain /pump _____		
Oil Motor _____ Freon level _____ # _____ added		

Controls
Thermostat Model # _____
Mercury _____ Non-Programmable _____ Programmable _____
Other _____

Before leaving job site
Company stickers on equipment? <input type="checkbox"/>
Area Cleaned? <input type="checkbox"/>
Condition of equipment _____
Efficiency of furnace _____
Cycle tested ON/OFF? <input type="checkbox"/>
Follow up required? _____
_____
_____
Customer Signature/Acknowledgement

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_