



U.S. Mechanical Company, Inc.

HVAC/R

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*"Your first line of defense in comfort,
operations and a greener environment."*

www.USMechanicalCompany.com

Inspection and Maintenance Schedules

A. TWICE PER YEAR

All HVAC units are to be inspected, serviced, tested and reported on two times per year.

Spring Inspection (prior to the cooling season) shall include, but is not limited to the following:

- Check and clean or replace filters
- Connect gauges and check operating pressures
- Record liquid line and suction line pressures
- Check for signs of refrigerant leaks
- Check all motor amperage draws
- Record temperature differential across evaporator coils
- Check evaporator suction line temperature
- Lubricate moving parts as applicable
- Check belts and adjust tension, if needed
- Check pressure cut-out settings
- Check start capacitors and potential relays, if applicable
- Check compressor contactor
- Check all wiring and wiring connections
- Clean condenser coils
- Check condensate drain operation
- Check reversing valve (heat pumps only)
- Check defrost control operation (heat pumps only)
- Record and report all data to owner

Fall Inspection (prior to the heating season) shall include, but is not limited to the following:

- Check and clean or replace filters
- Check and adjust thermostat
- Check and adjust all safety controls
- Lubricate moving parts as applicable
- Check belts and adjust tension, if needed
- Check fan control
- Record temperature rise
- Check complete heating cycle
- Check electrical wiring connections and insulation
- Clean burners and pilot assembly
- Clean flame sensor
- Check spark ignition operation (gas furnaces)
- Check for gas leaks (gas furnaces)
- Check vent pipe and draft diverter (gas furnaces)
- Check amperage draw on each element (electric heaters)
- Check sequence of operation (electric heaters)
- Record and report all data to owner