



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

Furnace & Air Conditioning Inspection and Maintenance Schedules

TWICE PER YEAR

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

Spring/Summer Inspection 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)
- Complete and provide a "Systems Performance Report" to owner

Fall/Winter Inspection 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)
- Complete and provide a "Systems Performance Report" to owner