



KJ Thomas Mechanical
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 KJTMechanical.com

Customer: _____

Invoice: _____

Tech: _____

A/C tune-up checklist

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A/C Tune up checklist

1. Introduce yourself, giving the customer your business card.	<input type="checkbox"/>	2. Confirm verbally with customer the work to be performed.	<input type="checkbox"/>
3. Get directions to the equipment area.	<input type="checkbox"/>	4. Cycle equipment to verify operation.	<input type="checkbox"/>
5. Inspect the thermostat operation and programming.	<input type="checkbox"/>	6. Clean or replace filter.	<input type="checkbox"/>

Condensing Unit

7. Inspect and clean the outdoor condensing unit.	<input type="checkbox"/>	8. Inspect for visible refrigerant leaks.	<input type="checkbox"/>
9. Inspect wiring and control unit.	<input type="checkbox"/>	10. Inspect the fan assembly.	<input type="checkbox"/>
11. Suction pressure: _____		12. Discharge pressure: _____	
13. Recommended subcooling: _____		14. Actual subcooling: _____	
15. Clean control panel.	<input type="checkbox"/>	16. Inspect safety controls.	<input type="checkbox"/>

