

NAME _____		JOB LOCATION _____	DATE SCHEDULED _____
STREET _____		PHONE _____	
CITY, STATE, ZIP _____		TECHNICIAN _____	
DIRECTIONS _____			
WORK TO BE PERFORMED _____			
MAKE _____		MODEL _____	SERIAL NUMBER _____
MAKE _____		MODEL _____	SERIAL NUMBER _____



**12441 Summerwood Drive
Fort Myers, FL 33908
Fax: (239) 437-5902**

**Lee County: (239) 437-5903
Collier County: (239) 417-2332
Charlotte County: (941) 624-4212**

CAC022417

NAME _____	BILL TO _____	PHONE _____
STREET _____	CITY _____	STATE _____ ZIP _____

DATE: _____
PMA #: _____
INV. #: _____

SYSTEMS:
UNIT _____ OF _____

PREVENTIVE MAINTENANCE WORKSHEET

A. GENERAL INSPECTION

- 1. Examine filter (Clean/dirty/missing)
- 2. (Clean/Replace) filter
- 3. Level thermostat
- 4. Calibrate thermostat
- 5. Clean contact points of thermostat
- 6. Check heating points
- 7. Return ___ F. Supply ___ F. Diff. ___ F.
- 8. Check cooling controls
- 9. Return ___ F. Supply ___ F. Diff. ___ F.

B. AIR HANDLER INSPECTION

- 10. Examine duct system for loose tape.
(Good) (Fair) (Poor)
- 11. Examine air handler cabinet for rust.
(Good) (Fair) (Poor)
- 12. Examine auxiliary pan for rust.
(Good) (Fair) (Poor)
- 13. Examine auxiliary pan for water.
(Good) (Fair) (Poor)

B. AIR HANDLER INSPECTION (cont.)

- 14. Remove debris from main drain pan.
- 15. Level auxiliary pan and unit
- 16. Examine main drain pan for rust
(Good) (Fair) (Poor)
- 17. Remove debris from main drain pan
- 18. Clean drain lines with nitrogen
- 19. Add algae pills to main drain pan
- 20. Level main drain pan
- 21. Examine coil for dirt build-up
(Good) (Fair) (Poor)
- 22. Adjust fan belt, if applicable
- 23. Lubricate motor, if applicable
- 24. Record amps at fan motor _____ AMPS
- 25. Record amps at heat strips _____ AMPS
- 26. Clean electrical controls and relays
- 27. Examine all wiring for cracks
(Good) (Fair) (Poor)
- 28. Tighten main electrical connections
- 29. Check electric for proper grounding
- 30. Inspect and tighten fuses and breakers
- 31. Examine around pipes for air leakage

C. CONDENSING UNIT INSPECTION

- 32. Examine outside cabinet for rust
(Good) (Fair) (Poor)
- 33. Examine inside components for rust
(Good) (Fair) (Poor)
- 34. Clean outside coil with water
- 35. Clean debris from bottom of unit
- 36. Record outside temp. _____ F
- 37. Record suction pressure _____ PSI
- 38. Record head pressure _____ PSI
- 39. Adjust belts, if applicable
- 40. Lubricate motor, if applicable
- 41. Examine wires for cracked insulation
(Good) (Fair) (Poor)
- 42. Tighten main electrical connections
- 43. Check electric for proper grounding
- 44. Inspect and tighten main breakers
- 45. Clean contactor points
- 46. Record start amps _____ AMPS
- 47. Record run amps _____ AMPS
- 48. Check valve cap for gasket
- 49. Wrench-tighten valve cap

RECOMMENDATIONS: _____

TECHNICIAN SIGNATURE _____

DATE _____