

HVAC Maintenance Checklist

Submitted
Apr 14, 2026, 11:20 AM CDT

Reference
DEMO4417

Submitted by
Marcus Lee (fictional example)

Job Details

Service Date	2026-04-14
Technician	Marcus Lee
Customer / Site	Riverside Dental Office (fictional example)
Service Address	418 Alder Avenue, Suite 2
Visit Type	Spring cooling check

Equipment

System Type	Split system
Outdoor Unit Make / Model / Serial	3-ton condenser, model XC-36, serial 2219-0457 (fictional)
Indoor Unit Make / Model / Serial	80,000 BTU gas furnace with cased coil, model GF-80 (fictional)
Refrigerant Type	R-410A

Thermostat and Controls

Thermostat operation and settings	OK
Starts, runs, and shuts off properly	OK

Safety controls and limit switches	OK
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Electrical

Electrical connections tightened	OK
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Contactor condition	OK
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Capacitors tested	Repair
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Supply Voltage (V)	241
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Compressor Amps (A)	13.8
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Blower Motor Amps (A)	4.6
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Cooling

Condenser coil cleaned	OK
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Evaporator coil inspected	OK
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Refrigerant charge checked	OK
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Refrigerant lines and insulation	Repair
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Suction Pressure (psig)	128
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Liquid Pressure (psig)	345
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Superheat (°F)	10
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Subcooling (°F)	9
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Temperature Split (°F)	19
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Heating

Gas connections and pressure	N/A
Burner and flame	N/A
Heat exchanger inspected	N/A
Ignitor and flame sensor	N/A
Flue and venting	N/A
Heat pump defrost cycle	N/A
CO Reading (ppm)	No response

Airflow and Filters

Air filter replaced or cleaned	OK
Blower wheel and motor cleaned	OK
Belts and pulleys	N/A
Moving parts lubricated	OK
Ductwork and registers	OK

Drainage

Condensate drain line cleared	OK
Drain pan and float switch	OK

Findings and Sign-off

Findings and Recommendations

Run capacitor measured 38 MFD against a 45 MFD rating. Recommend replacing it before peak cooling season. About 2 ft of suction line insulation is missing at the wall penetration; recommend replacing it. Condensate line flushed and 16×25×1 filter replaced. Heating checks are scheduled for the fall visit.

Photos

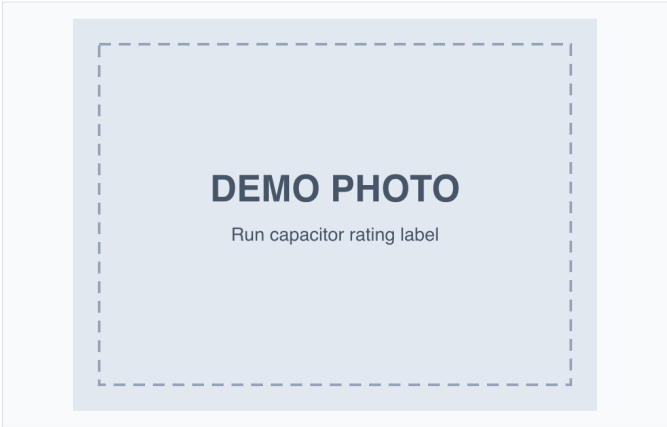


Photo 1 · Photos

System Status

Repair recommended

Technician Signature

Marcus Lee

DEMO SIGNATURE - NOT VALID

Customer Signature

Alicia Moreno

DEMO SIGNATURE - NOT VALID