

Air Source Heat Pump with Gas Back-Up - Check List

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|-------------------------|---|--------------|----------------------|
| Member/Customer Name | | | |
| Member/Customer Address | | | |
| Make | | Model # | |
| | | Serial # | |
| Contractor Name | | Service Date | Gas Furnace (Btu/hr) |
| Check Off If Done | If any item cannot be checked or recorded, please provide an explanation. (For example, “No temperature/pressure Pete’s plugs in loop piping.”) | | |
| | Check air filter and change if required. | | |
| | Check relays and contactors and for loose electrical connections. | | |
| | Calibrate thermostats. | | |
| | Clean outdoor coil. | | |
| | Check outdoor fan for proper operation, or damage, and lubricate as required. | | |
| | Clean Indoor coil. | | |
| | Check drain pan and trap for blockage or leaks. Flush the condensate drain. | | |
| | Check blower assembly for proper operation, or damage, and lubricate as required. | | |
| | Check static air pressure and record. | | in. WC |
| | Check air supply temperature in heating mode and record. Calculate supply – return temperature difference. | °F | Sup-Ret Δ °F |
| | Check air return temperature in heating mode and record. Compare temperature difference to manufacturer specifications. | °F | Mfg. Spec. Δ °F |
| | Check air supply temperature in cooling mode and record. Calculate supply – return temperature difference. | °F | Sup-Ret Δ °F |
| | Check air return temperature in cooling mode and record. Compare temperature difference to manufacturer specifications. | °F | Mfg. Spec. Δ °F |
| | Compare static pressure and temperatures to manufacturer specifications and adjust blower speed settings if required and record final pressure and temperatures. | | |
| | If air temperature deltas are not per manufacturer specifications, measure refrigerant levels and charge as required. Recheck and record temperatures if charged. | | |
| | Measure compressor volts and record. Compare to manufacturer specifications. | Volts | Mfg. Spec. Volts |
| | Measure compressor amps and record. Compare to manufacturer specifications. | Amps | Mfg. Spec. Amps |
| | Inspect heat exchanger. | | |
| | Check and clean pilot light or igniter, flame sensor and gas valves. | | |
| | Check operation of the safety limit switch. | | |

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| | Check the gas burner flame and adjust the flame height as required. | | |
| | Check back-up gas heat staging. | | |
| | Check air supply temperature in back-up heating mode and record. Calculate supply – return temperature difference. | °F | Supply-Return Δ °F |
| | Check air return temperature in in back-up heating mode and record. Compare temperature difference to manufacturer specifications. | °F | Mfg. Spec. Δ °F |
| | Check and record cut-out or switch over temperature if applicable. | | °F |
| | If humidifier, clean, check control and adjust as required. | | |