



Ductless/Mini-Split Heat Pump with Electric Back-Up - Check List

Member/Customer Name			
Member/Customer Address			
Make		Model #	Serial #
Contractor Name		Service Date	Auxiliary Resistance (kW)
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
	Check back-up resistance heat staging.		
	Check air supply temperature in back-up heating mode and record. Calculate supply – return temperature difference.	°F	Supply-Return Δ °F

Ductless/Mini-Split Heat Pump with Electric Back-Up - Check List

	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.		