

# Air Conditioner Tune-Up Checklist

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This form is designed to accompany the Home Rebates application found at [NIPSCO.com/Rebates](https://www.nipSCO.com/Rebates). This checklist alone is not sufficient to process a rebate.

Company Name	Technician Name	Date of Service
Company Address	Phone Number	
Customer Name	Service Address	
Manufacturer	Model Number	Existing Condition

## Air Conditioner Tune-Up Checklist

- Inspect, test and calibrate thermostat.
- Check outdoor unit is set firm & level, with minimum 2 feet of clear space surrounding unit.
- Check the outdoor refrigerant lines for damage, check connections and inspect refrigerant line insulation.
- Inspect compressor wiring and connections for exposed wiring, rodent or insect damage, burned or pitted contacts and tighten connections.
- Inspect condenser coil fins for damages & straighten, clean and remove dirt and debris.
- Clean and inspect compressor fan blade for damage and balance.
- Inspect refrigerant for correct torque on caps, monitor operating pressures and check refrigerant level.
- Measure compressor amperage and volt draw.
- Check indoor unit is set firm and level, with minimum clearance surrounding unit.
- Inspect gas line and connections for possible leaks and proper pitch.
- Inspect air handler for leaks/holes, clean housing, check wheel, clean and inspect fan blade for damage and balance.
- Inspect blower motor, clean dust and dirt.
- Measure blower motor amperage and voltage for proper operation.
- Inspect bearings for wear and lubricate all moving parts.
- Inspect evaporator coil fins for damages and straighten, clean and remove dirt and debris.
- Perform a visual inspection of the heat exchanger for excessive rust, leaks, holes or blockages. Clean with brush and remove dust and debris.
- Test and inspect indoor electrical components, check for exposed wiring, rodent or insect damage, burned or pitted contacts, tighten connections. Test and inspect blower motor capacitors. Inspect, test and calibrate all controls, gauges and safety mechanisms.
- Test and inspect electrical safety disconnect for proper operation, proper rating and safe installation.
- Inspect service valves and reversing valve for proper operation.
- Inspect condensate drain line and trap for blockages, clean pan, flush and treat with algaecide solution.
- Measure supply/return temperature differential.
- Inspect flue pipe for possible leaks, proper pitch, deterioration and measure draft pressure.
- Inspect duct work for loose connections, leaks and energy loss.
- Measure static air pressure to check for blockages.
- Inspect the filter and clean air return grill.

### Notes:

Technician Signature

Customer Signature