

# Air Source Heat Pump 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 Source Heat Pump Tune-Up Checklist

- Clean and/or swap out filters.
- Clean coils and fans.
- Ensure proper air flow is not impeded by debris (leaves, dust, etc.).
- Clean the supply and return registers inside the property.
- Power-off the unit and check/clean fan blades.
- Inspect filters, ducts, blower and indoor coil for dirt and other obstructions.
- Measure airflow is correct.
- Check all electrical contacts and ensure they are protected from the elements.
- Check for system leaks.
- Check reverse heating/controls and verify they are operating as required.
- Lubricate moving belts, motors and check for damage/wear and tear.
- Check and test thermostat under normal operating conditions.
- Check refrigerant levels and pressure
- Monitor coil temperatures; if there are variations across a coil, different underlying issues may be present.
- Check safety panels and other features to ensure the unit operates and responds normally.
- Check unit placement and evaluation to prevent drainage problems, freezing and other issues.
- Examine unit disconnect switches and test time delay to prevent a variety of electrical hazards.

### Notes:

\_\_\_\_\_  
Technician Signature

\_\_\_\_\_  
Customer Signature