



AC Tune-up Checklist

The technician performing the tune-up must initial that each of the following requirements have been completed. If repair is required above the scope of the tune-up, please note that a proposal was provided to the customer for the additional service in the box provided below.

- Clean and inspect condensate pan and drain
- Clean condenser coil, straighten fins
- Clean evaporator coil, straighten fins
- Clean, repair or replace damaged fan blades (contractor's discretion if they should be replaced or straightened)
- Inspect, lubricate fan motors
- Repair damaged suction line insulation
- Clean or replace air filter (should be performed minimum of 4 times annually)
- Clean or replace grills and screening
- Calibrate thermostat for accurate control
- Describe overall unit condition: Excellent Good Fair Poor

Please note any additional services recommended below:

Contractor Signature _____ Date _____