



SERVICE TITAN

# COMMERCIAL HVAC

# MAINTENANCE CHECKLIST

(855) 899-0970 | [servicetitan.com](http://servicetitan.com)  
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Date: \_\_\_\_\_

Voltage of unit: \_\_\_\_\_

Phase of unit: \_\_\_\_\_

Location of unit: \_\_\_\_\_

Type of refrigerant: \_\_\_\_\_

Serial/Model # of unit: \_\_\_\_\_

## SAFETY:

The disconnect switch is off

The area around the unit is cleared of any debris or hazards

## A/C

### THE FOLLOWING WAS INSPECTED:

#### BLOWER AREA

Belt tension, motor, bearings, wiring, blower wheel

Document belt(s) size #: \_\_\_\_\_

#### FILTER AREA

Air filters

Check if changed

Economizer screen

Check if cleaned

Evaporating coil

#### COOLING AREA

Drain trap

Check if flushed out

Thermostat controls

Electrical connections

#### CONDENSER/COMPRESSOR AREA

Condenser fan motor

Blades

Condenser coil

Filter dryer

Crankcase (may be hot to touch)

## HEATING

### THE FOLLOWING WAS INSPECTED:

#### EXCHANGE AREA

Air filters

Heat exchangers

Fan, blower motor, burner assembly

#### IGNITION AREA

Gas pipe and valve

Draft induce motor

Burner logs

Ignition board

Thermostat controls

Electrical connections

#### NOTES:

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