



**WESTERN MASS**

HEATING, COOLING & PLUMBING INC.

# ROOFTOP UNIT MAINTENANCE BREAKDOWN

Just like cars, HVAC systems require proper regular maintenance to keep them operating optimally. Regular cleaning and service will ensure that your system will operate as safely and as efficiently as possible, it will also help extend the longevity of the system and can help avoid costly repairs by detecting problems early. Many maintenance services require the knowledge, skills, and tools of a professional technician. During the maintenance call our technician will perform the tasks outlined below and make any necessary repairs and/or alert you of a possible situation. Following your tune-up, our technician will instruct you on anything you could do yourself as maintenance between our service visits.

## ROOFTOP UNIT - MAINTENANCE CHECKLIST

- Visual inspection of unit.
- Check thermostat(s) for proper calibration and operation
- Check evaporator coil (clean as needed )
- Check and clean condensate drain
- Install pan tablets to drain pan
- Check blower wheel (clean as needed)
- Check blower motor (clean and lubricate as needed)
- Check blower bearings (lubricate as needed)
- Check blower pulleys and sheaves
- Replace belts once per year
- Check and clean or replace air filter
- Check fan relay or contactor
- Check capacitors
- Check zone dampers (if applicable)
- Check control box for rodents and insects (clean or remove as needed)
- Check condenser coil (clean as needed)
- Check bottom pan for leaves and debris (clean as needed)
- Check compressor contactor or drive for proper operation
- Check compressor for proper operation
- Check condenser fan motor and blade for proper operation
- Check wiring and wiring connections (tighten or repair as needed)
- Confirm proper voltage and amperage of unit components
- Check reversing valve and defrost cycle for proper operation (heat pump only)
- Check overall operation of the system with temperature split method. We will gauge up if a problem is suspected.
- Check economizer and economizer screens
- Check inducer motor (clean as needed)
- Check burners (clean as needed)
- Check flue and intake system
- Check heat exchangers
- Perform combustion test and record results