



Split Air Conditioning System Checklist - Indoor

Customer Name: _____ Date: _____

Job #: _____ Technician: _____

Model #: _____ Serial #: _____

Unit 1 _____ Unit 2 _____ Unit 3 _____ Location: _____

Filter Size _____ x _____ Temperature Set: _____ Temperature Actual: _____

Indoor Section						SAFE/ PROTECTED	CAUTION	CODE VIOLATION UNPROTECTED or HAZARD	
1	Thermostat	<input type="checkbox"/> Level	<input type="checkbox"/> Location	<input type="checkbox"/> Operation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Duct	<input type="checkbox"/> Holes	<input type="checkbox"/> Loose	<input type="checkbox"/> Sags	<input type="checkbox"/> Kinks	<input type="checkbox"/> Flat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Drain Pan / Line	<input type="checkbox"/> Flush	<input type="checkbox"/> Treat	<input type="checkbox"/> Pitch	<input type="checkbox"/> Joints	<input type="checkbox"/> Inline Float	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Aux. Drain Pan	<input type="checkbox"/> Level	<input type="checkbox"/> Float Switch	<input type="checkbox"/> Support	<input type="checkbox"/> N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Condensate Pump	<input type="checkbox"/> Clean	<input type="checkbox"/> Treat	<input type="checkbox"/> Exercise	<input type="checkbox"/> N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	IFM	<input type="checkbox"/> Sound	<input type="checkbox"/> Vibration				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capacity Check*	_____ °F R/A W/B - _____ °F S/A W/B = _____ °F W/B ΔT					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Airflow Check*	_____ °F R/A - _____ °F S/A = _____ °F ΔT					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Air Handler IFM Voltage	_____ VAC	197 VAC Min	253 VAC Max			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Gas Furnace IFM Voltage	_____ VAC	104 VAC Min	127 VAC Max			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	IFM Amp Draw	_____ Rated Amp	_____ Actual Amp				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Lock Out Power Source						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	IFM* (Power Off)	<input type="checkbox"/> Bearings	<input type="checkbox"/> Wheel	<input type="checkbox"/> Cleanliness			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	IFM Capacitor (Power Off)	_____ Rated MFD	_____ Actual MFD				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Electrical Connections (Power Off)	<input type="checkbox"/> High Voltage	<input type="checkbox"/> Low Voltage				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Discuss with owner any related issues						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Leave Copy of Signed Checklist with Customer						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would like to become a member of the Club? _____ Yes _____ No _____ n/a						Next safety check should be performed on or around: _____ (Safety checks recommended annually)			



Split Air Conditioning System Checklist - Outdoor

Customer Name: _____ Date: _____

Job #: _____ Technician: _____

Model #: _____ Serial #: _____

Unit 1 _____ Unit 2 _____ Unit 3 _____ Location: _____

Filter Size _____ x _____ Temperature Set: _____ Temperature Actual: _____

Outdoor Section		SAFE/ PROTECTED	CAUTION	CODE VIOLATION UNPROTECTED or HAZARD
1	Ambient Temperature _____ °F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	System High Side Pressure* _____ PSIG = _____ SCT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	System Low Side Pressure* _____ PSIG = _____ SST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Suction Superheat* _____ SLT - _____ SST = _____ SSH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Liquid Sub-cooling* _____ SCT - _____ LLT = _____ LSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Evaporator Approach* _____ S/A - _____ SST = _____ EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Voltage @ Contactor L1 & L2 _____ VAC 197 VAC Min 253 VAC Max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Voltage Drop @ Contactor L1 & T1 _____ VAC 1 VAC Maximum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Voltage Drop @ Contactor L2 & T2 _____ VAC 1 VAC Maximum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Compressor Amp Draw _____ FLA Rating _____ FLA Actual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	OFM Amp Draw _____ Amp Rating _____ Amp Actual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Lock Out Disconnect Switch <input type="checkbox"/> Fuse Block <input type="checkbox"/> Breaker <input type="checkbox"/> Blade Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Electrical Connections <input type="checkbox"/> Low Voltage <input type="checkbox"/> High Voltage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	OFM* <input type="checkbox"/> Bearings <input type="checkbox"/> Blade <input type="checkbox"/> Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Compressor Capacitor _____ MFD Rating _____ MFD Actual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	OFM Capacitor _____ MFD Rating _____ MFD Actual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Clean Out Debris <input type="checkbox"/> Leaf Removal <input type="checkbox"/> Wash Unit Base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Wash Condenser Coil <input type="checkbox"/> Water Only <input type="checkbox"/> Coil Cleaner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Start Unit (Allow to run for a minimum of 20 Minutes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Pick Up Work Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Clean Unit <input type="checkbox"/> Wipe Off Unit <input type="checkbox"/> Wax Unit <input type="checkbox"/> Install Company Sticker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Recheck #1 - #6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Discuss with owner any related issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Leave Copy of Signed Checklist with Customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would like to become a member of the Club? _____ Yes _____ No _____ n/a				
Next safety check should be performed on or around: _____ (Safety checks recommended annually)				

***System High Side Pressure**

(8-11 SEER +5°) 12-15 SEER (16-18 SEER -5°)

_____ °F Ambient + 20° = _____ °F SCT(Upper Limit)

_____ °F Ambient + 15° = _____ °F SCT(Lower Limit)

_____ Actual SCT from Line #2

L - N - H

***System Low Side Pressure**

(8-11 SEER -2°) 12-18 SEER

_____ °F R/A - 30° = _____ °F SST(+2°)

_____ °F SST + 2° = _____ °F SST(Upper Limit)

_____ °F SST - 2° = _____ °F SST(Lower Limit)

_____ Actual SST from Line #3

L - N - H

***Suction Superheat**

TXV 8° to 18° Suction Superheat Range

Fixed Metering Device See Suction Superheat Chart

_____ Actual SSH from Line #4

L - N - H

***Liquid Sub-cooling**

Fixed Metering Device 8° to 15° Liquid Sub-cooling Range

TXV Metering Device- See Unit Nomenclature

_____ Actual LSC from Line #5

L - N - H

***Evaporator Approach**

Evaporator Approach Range 9° to 15°

_____ Actual EA from Line #6

L - N - H

Suction Superheat Chart

Ambient Temperature °F

	100°	95°	90°	85°	80°	75°
Return Air Wet Bulb °F	70°	15°	18°	20°	22°	25°
68°	12°	14°	16°	19°	21°	24°
66°	8°	10°	13°	15°	18°	21°
64°	0°	6°	9°	11°	15°	18°
62°	0°	0°	5°	8°	12°	15°
60°	0°	0°	0°	0°	8°	12°
58°	0°	0°	0°	0°	5°	9°

Suction Superheat Target ±5°

Abbreviations

EA- Evaporator Approach

FLA- Full Load Amperage

LSC- Liquid Sub-cooling

MFD- Micro-Farad

OFM- Outdoor Fan Motor

PSIG- Pounds per Square Inch Gauge

S/A- Supply Air Dry/Bulb Temperature

SCT- Saturated Condensing Temperature

SSH- Suction Superheat

SST- Saturated Suction Temperature

TXV- Thermostatic Expansion Valve

VAC- Volts of Alternating Current

***OFM- Lubricate bearings if possible.**

System Liquid Levels

