



1610 N. I-35E #207
Carrollton, TX 75006
972-466-1917
www.lexairconditioning.com
License# TACLA38788

A FULL SERVICE AIR CONDITIONING AND HEATING CONTRACTOR

MAINTENANCE CHECKLIST

*****DX Cooling Inspection*****

- 1) Change air filters quarterly.
- 2) Check belts and adjust tension as needed. Advise customer when belts need changing.
- 3) Check cleanliness of indoor and outdoor coil. Advise customer when they need to be cleaned.
- 4) Check all bearings and lubricate when applicable.
- 5) Inspect all pulleys and sheaves.
- 6) Check refrigerant pressures at compressor.
- 7) Check system superheat and subcooling.
- 8) Take voltage and amp draw measurements of compressors and fan motors.
- 9) Ensure compressor crankcase heater is operational.
- 10) Check compressor oil level if sight-glass is present.
- 11) Visually inspect unit for refrigerant leaks (signs of oil residue, etc.)
- 12) Clear debris from electrical panel and outdoor unit base pan.
- 13) Check electrical components for signs of damage (such as contactors, relays, capacitors, circuit boards, etc.)
- 14) Check operation of safety controls (low and high pressure cut-outs, etc.)
- 15) Ensure operation of low ambient control if applicable.
- 16) Tighten electrical connections.
- 17) Record temperature differences across indoor and outdoor coils.
- 18) Check condensate pan for leaks. Advise customer if it needs to be cleaned.
- 19) Check thermostat operation.



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*****Heating Inspection - General*****

- 1) Change filters quarterly.
- 2) Check belts and adjust tension as needed. Advise customer when belts need changing.
- 3) Check all bearings and lubricate when applicable. (Many bearing units are sealed and therefore are not lubricated in the field)
- 4) Inspect all pulleys and sheaves.
- 5) Check electrical components for signs of damage (such as contactors, relays, capacitors, circuit boards, etc.)
- 6) Check operation of safety controls (high limit controls, rollout switches, air proving switch, fan cycling control, etc.)
- 7) Tighten electrical connections.
- 8) Check economizer operation if applicable.
- 9) Check thermostat operation.
- 10) Record indoor temperature difference.

*****Heating Inspection - Electric Heat*****

- 1) Check for burnt wires and overheated components.
- 2) Check heat strip continuity.
- 3) Record electric heat strip voltages and amp draws.



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*****Heating Inspection - Gas Heat*****

- 1) Clean and test ignition systems.
- 2) Clean and test burners.
- 3) Clean combustion chamber.
- 4) Check burner gas pressure.
- 5) Check operation of gas valve and regulator.
- 6) Record combustion fan motor voltage and amp draw.
- 7) Check for overheating and burnt wires.
- 8) Check for cracks or leaks in heat exchanger. Shut off gas if leak is present.

*****Heating Inspection - Heat Dump*****

- 1) Check refrigerant pressures at compressor.
- 2) Take voltage and amp draw measurements of compressors and fan motors.
- 3) Ensure compressor crankcase heater is operational.
- 4) Check compressor oil level if sight-glass is present.
- 5) Check cleanliness of indoor and outdoor coil. Advise customer when they need to be cleaned.
- 6) Visually inspect unit for refrigerant leaks (signs of oil residue, etc.)
- 7) Clear debris from electrical panel and outdoor unit base pan.
- 8) Record temperature differences across indoor and outdoor coils.
- 9) Check operation of refrigerant reversing valve.
- 10) Check operation of defrost control board.