

## AIR TO AIR HEAT PUMP Maintenance / Inspection Checklist

Canadian Forces Housing Agency's Maintenance and Minor Improvements Standing Offer Document 2020-2024

**Address- Street:** \_\_\_\_\_ **Bldg.nº:** \_\_\_\_\_ **Sub Bldg.nº:** \_\_\_\_\_

**Date Serviced:** DAY/MTH/YEAR \_\_\_\_\_ **Work Order nº:** \_\_\_\_\_

### Appliance Information:

Year Installed: \_\_\_\_\_ Size (tonnes): \_\_\_\_\_ Halocarbon inventory nº: \_\_\_\_\_

In service weight of halocarbon: \_\_\_\_\_ Refrigerant type: \_\_\_\_\_

Outdoor unit- Make: \_\_\_\_\_ Model nº: \_\_\_\_\_ Serial nº: \_\_\_\_\_

Indoor unit- Make: \_\_\_\_\_ Model nº: \_\_\_\_\_ Serial nº: \_\_\_\_\_

### Items to be serviced or inspected:

Check/populate applicable box(es) **N/A** = Not Applicable; **C** = Completed; **A/R** = Action Required

		N/A	C	A/R	Describe Action Required:
1.	Thermostat – inspected / batteries – replaced				
2.	Air filter(s): disposable – replaced / reusable – cleaned				
3.	Electrical connections and contacts – inspected, tightened and cleaned				
4.	Coils, fins (evaporator and condenser) – inspected and cleaned				
5.	Lines, joints and coil – inspected for leaks				
6.	Refrigerant lines – inspected				
7.	Operating pressures – inspected				
8.	Draw on condenser motor and compressor – inspected				
9.	Blower air flow – inspected				
10.	Blower air flow across condenser coil – inspected				
11.	Temperatures across air handler - inspected				
12.	Temperatures across condenser coil – inspected				
13.	Back-up heat and emergency heat source, controls operation – inspected				
14.	Indoor unit defrost & heating modes/reversing valve switch/ calibrate time clocks – inspected				
15.	Condensate pump, line and pan - inspected and cleaned				
16.	Unit leveled and secured – inspected				
17.	Unit exterior casing – inspected				
18.	Appliance operation after servicing – inspected				

<b>Occupant's information:</b> (write "VOID" if RHU is vacant)	<b>Contractor's information:</b>
Occupant's name: _____	Technician's name: _____
Occupant's signature: _____	Certificate nº: _____

