



BUILDING CONTROLS AND SERVICES, INC.

Air Handling Units

Company: _____

Location: _____ Unit #: _____

Manufacturer: _____

Model #: _____

Serial #: _____

Serviced By: _____ Date: _____

Pre-Season Cooling Inspection

- 1. Inspect and tighten all electrical connections
- 2. Check operation of controls
- 3. Check operation of safety controls
- 4. Visually check for leaks (water, refrigerant, air)
- 5. Check and record blower motor starting amp draw _____
- 6. Check operation of cooling valve (if applicable)
- 7. Check evaporator coil (clean as required)
- 8. Check and clean condensate drain pan and drain line
- 9. Check blower wheel (clean as required)
- 10. Check and lubricate blower bearings
- 11. Check blower shaft alignment
- 12. Check and pulleys and sheaves for wear
- 13. Check and adjust blower belt tension
- 14. Replace blower belt
- 15. Visually check for excessive vibration
- 16. Check damper operation on all dampers
- 17. Lubricate and adjust dampers/linkage
- 18. Record Discharge Air Temp _____ Return Air Temp _____
- 19. Record pressure drop across coils Before _____ After _____
- 20. Change air filters with high efficiency pleated filter
- 21. **Clean up area & notify owner of any issues**

NOTES: _____



BUILDING CONTROLS AND SERVICES, INC.

Air Handling Units

Company: _____

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Manufacturer: _____

Model #: _____

Serial #: _____

Serviced By: _____ Date: _____

Mid-Season Cooling Inspection

- 1. Inspect and tighten all electrical connections
- 2. Check operation of controls
- 3. Check operation of safety controls
- 4. Visually check for leaks (water, refrigerant, air)
- 5. Check and record blower motor starting amp draw _____
- 6. Check operation of cooling valve (if applicable)
- 7. Check evaporator coil (clean as required)
- 8. Check and clean condensate drain pan and drain line
- 9. Check blower wheel (clean as required)
- 10. Check and lubricate blower bearings
- 11. Check blower shaft alignment
- 12. Check and pulleys and sheaves for wear
- 13. Check and adjust blower belt tension
- 14. Check blower belt
- 15. Visually check for excessive vibration
- 16. Check damper operation on all dampers
- 17. Lubricate and adjust dampers/linkage
- 18. Record Discharge Air Temp _____ Return Air Temp _____
- 19. Record pressure drop across coils Before _____ After _____
- 20. Change air filters with high efficiency pleated filter
- 21. **Clean up area & notify owner of any issues**

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Air Handling Units

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Manufacturer: _____

Model #: _____

Serial #: _____

Serviced By: _____ Date: _____

Pre-Season Heating Inspection

- 1. Inspect and tighten all electrical connections
- 2. Check operation of controls
- 3. Check operation of safety controls
- 4. Visually check for leaks (water, refrigerant, air)
- 5. Check and record blower motor starting amp draw _____
- 6. Check heating valve operation (if applicable)
- 7. Check steam trap operation (if applicable)
- 8. Check blower wheel (clean as required)
- 9. Check and lubricate blower bearings
- 10. Check blower shaft alignment
- 11. Check and pulleys and sheaves for wear
- 12. Check and adjust blower belt tension
- 13. Check blower belt
- 14. Visually check for excessive vibration
- 15. Check damper operation on all dampers
- 16. Lubricate and adjust dampers/linkage
- 17. Record Discharge Air Temp _____ Return Air Temp _____
- 18. Record pressure drop across coils Before _____ After _____
- 19. Change air filters with high efficiency pleated filter
- 20. **Clean up area & notify owner of any issues**

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