



ROOFTOP UNITS – COOLING ONLY Preventative Maintenance Checklist

CUSTOMER & JOB INFORMATION

Company:		Date:	
Address:		Tech Name:	
		License #:	
Contact:		Job Number:	

UNIT INFORMATION

Unit Location:		Serial No.:	
Make:		Model:	
Notes:			

TASK LIST	RESULTS YES/NO/NA	REMARKS
Check for condenser coil obstructions		
Check for oil and refrigerant leaks		
Tighten electrical connections		
Check compressor operating pressures		
Check condenser fan motor and fan blades		
Check metering device		
Check temperature drop across coil		
Thermostat calibration/level		
Compressor mega ohm		
Check for proper transformer taps		
Check belts and pulleys for wear		
Measure voltage and amperage to all motors		
Lubricate as needed		
Test pressure switches		
Check blower and fan assembly		
Clean condensate drain		
Clean out "P" trap and reprime		
Check disconnects and fuses		
Clean evaporator drain pan		
Monitor operation		
Visual inspection of entire system including the ductwork		



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Change filters	Filter type:
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ADDITIONAL NOTES/COMMENTS

DEFICIENCIES		
Severity	Description of the issue	Take a picture of the issue

CLOSING			
Date & Time Complete:			
Customer Name:		Technician Name:	
Customer Signature:		Technician Signature:	