



Home Energy Improvement Program

HVAC TUNE-UP CHECKLIST

Customer name (89D account holder)					
Install Address		City		State	Zip
Phone Number	()	89D Residential Electric Account Number			
Contractor		Service Date			
Air Handler location					

Checklist Items
Marked as
"No" Have
Been Corrected

	Circle One		
<input type="checkbox"/> Thermostat has been checked for proper operation	Yes / No	Thermostat is operating properly	<input type="checkbox"/>
<input type="checkbox"/> Air Filter has been inspected	Yes / No	Existing filter is clean or has recently been changed	<input type="checkbox"/>
<input type="checkbox"/> Condensate drain has been inspected	Yes / No	Condensate drain shows no signs of leakage	<input type="checkbox"/>
	Yes / No	Proper insulation in place	<input type="checkbox"/>
	Yes / No	Plumbing components and traps intact	<input type="checkbox"/>
	Yes / No	Secondary drain in place	<input type="checkbox"/>
	Yes / No	Drains free from obstruction	<input type="checkbox"/>
	Yes / No	Drain pan free of biological growth	<input type="checkbox"/>
<input type="checkbox"/> Evaporator coil has been inspected	Yes / No	Coil free of contaminants that could restrict air flow	<input type="checkbox"/>
<input type="checkbox"/> Evaporator fan and motor has been inspected	Yes / No	Fan or blower has tight connection with blower motor shaft	<input type="checkbox"/>
	Yes / No	Fan can rotate freely	<input type="checkbox"/>
	Yes / No	Blower wheel is free of dust and debris	<input type="checkbox"/>
	Yes / No	Bearings are properly lubricated (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> All accessible refrigerant lines have been inspected	Yes / No	Line free of any leaks, kinks, crushed sections or restrictions	<input type="checkbox"/>
<input type="checkbox"/> Condenser coil has been inspected	Yes / No	Coil fins are free of dirt and debris	<input type="checkbox"/>
	Yes / No	Coil fins are undamaged	<input type="checkbox"/>
<input type="checkbox"/> Condenser fan motor has been inspected	Yes / No	Fan blade has a tight connection to the blower motor shaft	<input type="checkbox"/>
	Yes / No	Fan can rotate freely	<input type="checkbox"/>
	Yes / No	Fan is properly lubricated (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Checked system for proper refrigerant charge level	Yes / No	System was properly charged	<input type="checkbox"/>
<input type="checkbox"/> Applicable warranties were provided			
<input type="checkbox"/> Premise was left in "broom clean" condition, free from any debris (paper, wire, sheet material, glass waste material) generated by the contractor's job			

NOTES:

☐ I certify that a thorough tune-up has been completed, including all of the applicable actions indicated above, and I have increased the system efficiency to the best of my ability.

Technician Name		Date	
-----------------	--	------	--