

**Wilmington Office**5051 New Centre Dr, Wilmington, NC 28403
(910) 791-0480 • www.GreenDotHVAC.com**maintenance visit
system checklist****Client:** _____ **Service Address:** _____ **Date:** _____**Membership:** _____ **Technician:** _____ **Visit:** ☐ 1st ☐ 2nd**How many systems?** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5**Checking in this visit the:** ☐ Heat Pump ☐ Air Handler ☐ Furnace ☐ Gas Furnace (if applicable)

If client has add-ons in their plan, please select below. This will be filled out on the next page.

Add-ons being checked in this visit: ☐ Dehumidifier ☐ Mini-Split ☐ Electronic Device**COLOR CODES**

Good Fair Poor

HVAC SYSTEMS	SYS 1	SYS 2	SYS 3	SYS 4	SYS 5
Suction line insulation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cabinet (indoor & outdoor)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Coil condenser condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Coil evaporator condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Float switch condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Contactors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ductwork	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Blower wheel condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Thermostat operation & condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Defrost controls	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reversing valve	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sub-cool <i>R = Rated / A = Actual</i>	R: A:	R: A:	R: A:	R: A:	R: A:
Compressor	AMPS:	AMPS:	AMPS:	AMPS:	AMPS:
Start capacity compressor <i>R = Rated / A = Actual</i>	MFD-R: MFD-A:	MFD-R: MFD-A:	MFD-R: MFD-A:	MFD-R: MFD-A:	MFD-R: MFD-A:
Clear condensate drain lines & pan	Cleared? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cleared? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cleared? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cleared? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cleared? <input type="checkbox"/> Yes <input type="checkbox"/> No
Add algae tabs	Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
Delta T (supply & return temps)	Supply: Return:	Supply: Return:	Supply: Return:	Supply: Return:	Supply: Return:
Motor blower amps	AMPS:	AMPS:	AMPS:	AMPS:	AMPS:
Start capacity blower motor <i>R = Rated / A = Actual</i>	MFD-R: MFD-A:	MFD-R: MFD-A:	MFD-R: MFD-A:	MFD-R: MFD-A:	MFD-R: MFD-A:
Filter change (client supplied)	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No
Motor condenser fan	AMPS:	AMPS:	AMPS:	AMPS:	AMPS:
Start capacity condenser fan <i>R = Rated / A = Actual</i>	MFD-R: MFD-A:	MFD-R: MFD-A:	MFD-R: MFD-A:	MFD-R: MFD-A:	MFD-R: MFD-A:
Refrigerant pressures	R:	R:	R:	R:	R:
Heat strips	AMPS:	AMPS:	AMPS:	AMPS:	AMPS:



GAS SYSTEMS (if applicable)	SYS 1	SYS 2	SYS 3	SYS 4	SYS 5
Safety switches installed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pressure switch test	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Burner condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Inducer fan	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Gas connections	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Heat exchanger	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
90% Furnace condensate trap	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CO detector battery (client supplied)	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No
Gas pressure in WC	R:	R:	R:	R:	R:

If non-applicable to client membership, disregard this section.

DEHUMIDIFIER SYSTEMS	GOOD	FAIR	POOR	QUICK NOTES
Current condition of unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Condition of electrical components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emptied tank and cleaned				Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cleaned coils				Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No

If there are additional units, are there any concerns? If so, detail here.

MINI-SPLIT SYSTEMS	GOOD	FAIR	POOR	QUICK NOTES
Current condition of indoor unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Current condition of outdoor unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerant lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insulation wraps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clean evaporator coils & pipes				Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
Clean condenser				Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
Filter change (client supplied)				Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No

If there are additional units, are there any concerns? If so, detail here.

ELECTRONIC AIR CLEANING

UNIT 1 TYPE:	GOOD	FAIR	POOR	QUICK NOTES
Filter Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does it need to be replaced soon? <input type="checkbox"/> Yes <input type="checkbox"/> No
Clean multi-layered filters				Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
UNIT 2 TYPE:	GOOD	FAIR	POOR	QUICK NOTES
Filter Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does it need to be replaced soon? <input type="checkbox"/> Yes <input type="checkbox"/> No
Clean multi-layered filters				Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes

By signing this form, I confirm that everything has been checked in compliance with the customer contract.

Signed by: