**Key Components of a Maintenance Visit**

|  |  |  |
| --- | --- | --- |
|  | **1.** | **A minimum of two visits per year.** Once to evaluate your heating equipment and once for your cooling equipment. More frequent visits may be necessary depending on how your equipment is used, or if your equipment is in a particularly "dirty" environment. |
|  | **2.** | **Check all electrical connections, measure voltage and current.**Faulty electrical connections can cause unsafe operation of your system. Incorrect voltage and/or current can cause overload and equipment burn-out. |
|  | **3.** | **Lubricate all moving parts.** Lubrication reduces friction. Friction can cause wear and reduce energy efficiency. |
|  | **4.** | **Inspect and clear the condensate drain.** A plugged drain can cause water damage and potentially create an environment conducive to mold growth, effecting indoor humidity levels and air quality. |
|  | **5.** | **Diagnostic Start and Test.** One of the most important checks, this diagnostic test helps to reveal any irregularities in system function, BEFORE they result in system downtime, overtime emergency service, loss of product, etc. |
|  | **6.** | **Check thermostat and control system settings.** To ensure the proper control of the cooling and heating system, check dates and times of controls, occupancy schedules, etc.  |
| http://www.advanceair.net/images/check.gif | **7.** | **Inspect, clean or change air filters.** A dirty filter can increase energy costs and damage your equipment, leading to early failure. |
|  | **8.** | **Keep Units and Surrounding Area Clean.** Thorough visual check of unit, components, ductwork, registers, area around unit to make sure it looks well cared for. |
| http://www.advanceair.net/images/check.gif | **9.** | **Check Unit Safeties.** Malfunction of a safety can cause unit damage or even property or person damage. Make sure all safeties are functional at the time of service. |
| http://www.advanceair.net/images/check.gif | **10.** | **Keep Thorough Records.** Document all equipment serviced and services performed on each unit.  |
|  |  |  |