

# Maintenance Checklist

Maintain your equipment to prevent future problems and unwanted costs. Keep your cooling and heating system at peak performance by having Hendrix Heating do professional, annual tune-ups. Maintenance is critical to the daily integrity of your system as well as the life span of your equipment.

**A typical maintenance check-up should include the following.**

- **Check thermostat settings** to ensure the cooling and heating system keeps you comfortable when you are home and saves energy while you are away.
- **Tighten all electrical connections** and measure voltage and current on motors. Faulty electrical connections can cause unsafe operation of your system and reduce the life of major components.
- **Lubricate all moving parts.** Parts that lack lubrication cause friction in motors and increases the amount of electricity you use.
- **Check and inspect the condensate drain** in your central air conditioner, furnace and/or heat pump (when in cooling mode). A plugged drain can cause water damage in the house and affect indoor humidity levels.
- **Check controls of the system** to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.

## Cooling Specific

- **Clean evaporator and condenser air conditioning coils.** Dirty coils reduce the system's ability to cool your home and cause the system to run longer, increasing energy costs and reducing the life of the equipment.
- **Check your central air conditioner's refrigerant level** and adjust if necessary. Too much or too little refrigerant will make your system less efficient increasing energy costs and reducing the life of the equipment.
- Clean and adjust blower components to provide proper system airflow for greater comfort levels. Airflow problems can reduce your system's efficiency by up to 15 percent.

## Heating Specific

- Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger. Improperly operating gas (or oil) connections are a fire hazard and can contribute to health problems. A dirty burner or cracked heat exchanger causes improper burner operation. Either can cause the equipment to operate less safely and efficiently.

## Actions to Do Yourself

- **Inspect, clean, or change air filters** once a month in your central air conditioner, furnace, and/or heat pump. Your contractor can show you how to do this. A dirty filter can increase energy costs and damage your equipment, leading to early failure.