

The HVAC tune-up checklist you can print, tick off and keep

What should be on a heating and cooling tune-up checklist?

System: _____ Model: _____ Serial: _____
Installed: _____ Visit date: _____ Arrived: _____ Left: _____ Technician: _____

What is checked on the heating side?

✓ THE CHECK	WHAT IT CATCHES	REPAIR IF MISSED
☐ Inspect the flue and vent connections	SAFETY CHECK	
☐ Check the heat exchanger for cracks	\$460-\$1,840	
☐ Clean the burners and adjust the pilot light	\$75-\$230	
☐ Run a combustion analysis (gas and oil systems)	SAFETY CHECK	
☐ Test the ignitor	\$140-\$370	
☐ Check the fuel-source connections	\$275-\$690	
☐ Replace or clean the air filter	\$140-\$370	
☐ Check the fan belts, blowers and motors	\$275-\$825	
☐ Inspect the condensate drain for clogs	\$70-\$230	
☐ Tighten and check electrical components	\$275-\$645	
☐ Inspect the ducts for leaks	SAFETY CHECK	
☐ Dust the interior, vents and external coils	\$595-\$2,115	
☐ Test the thermostat settings	\$120-\$370	

What is checked on the cooling side?

✓ THE CHECK	WHAT IT CATCHES	REPAIR IF MISSED
☐ Clean the evaporator and condenser coils	\$735-\$2,575	
☐ Check and adjust the refrigerant charge	\$185-\$550	
☐ Clear the condensate drain line	\$70-\$230	
☐ Test the run capacitor	\$110-\$370	
☐ Measure the blower motor's amperage	\$460-\$2,115	
☐ Lubricate motors and moving parts	\$275-\$550	
☐ Tighten electrical connections	\$140-\$320	
☐ Replace or check the air filter	\$595-\$2,115	
☐ Test the safety switches and system controls	SAFETY CHECK	

How do you know the tune-up actually happened?

Which four readings should you ask for?

Suction and head pressure, in psi: _____

The temperature split across the indoor coil, in degrees: _____

Amp draw on each motor, against the nameplate rating: _____

The combustion or carbon-monoxide reading, in parts per million, on gas and oil systems:

Arrived: _____ Left: _____ Total on site: _____

Found / recommended: _____

What changes if you have a heat pump, boiler or mini split?

What does a heat pump visit add?

✓ THE CHECK	WHAT IT CATCHES	REPAIR IF MISSED
☐ Reverse the system and confirm it changes mode	\$460-\$1,105	
☐ Run the defrost cycle and time it	\$185-\$550	

What does a boiler visit add?

✓ THE CHECK	WHAT IT CATCHES	REPAIR IF MISSED
☐ Check system pressure and the expansion tank charge	\$185-\$735	
☐ Cycle each zone valve	\$160-\$460	
☐ Check the circulator pump and listen to the bearings	\$275-\$1,010	

What does a mini split visit add?

✓ THE CHECK	WHAT IT CATCHES	REPAIR IF MISSED
☐ Clean the blower wheel and the drain pan in every head	\$70-\$460	
☐ Leak-check the flare fittings at both ends of the line set	\$230-\$920	
☐ Read the inverter board's error history	\$140-\$735	