



HVAC ELECTRIC AIR ROUTINE SERVICE WORK INSTRUCTIONS

MNT-W001

WORK INSTRUCTIONS

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

This work instruction outlines the process for performing routine service to HVAC electric air to air package heat pump systems. This work should only be performed by individuals trained in HVAC service.

SPECIFIC INSTRUCTION:

1. Shut off electricity service to HVAC unit
2. Inspect electric disconnect for any “hot spots” on blades, check lugs, and tighten if needed.
3. Clean condenser coils, follow instructions on coil cleaning product.
4. Inspect filter, change if needed or if on schedule.
5. Clean evaporator coil, follow instructions on coil cleaning product.
6. Check condensate drain, clear any debris or build-up in drain pan.
7. Inspect and lube dampers and linkages.
8. Check and lube blower motor, ensure set screw on blower wheel is tight.
9. Check and lube condenser motor, ensure set screws on fan blade are tight.
10. Check any belts and pulleys for proper alignment. Replace any belts that are worn.
11. Inspect all contactors, relays, and control boards. Replace if necessary.
12. Inspect electric heat banks, clean if needed, repair or replace if damaged.
13. Turn electricity on to HVAC unit.
14. Check for correct voltage and proper phase.
15. Test HVAC unit in cooling mode, check refrigerant pressures.
 - a. Task to be performed only by individuals with proper refrigerant certification level.
16. Test unit in heat mode, check refrigerant pressures.
 - b. Task to be performed only by individuals with proper refrigerant certification level.
17. Ohm electric heat banks to ensure they are working properly.
18. Set HVAC unit thermostat at 74 for cooling and 69 for heating.
19. Inspect the HVAC unit chassis appearance, clean and repair as needed, tighten all door latches.

This work is performed only by those individuals trained in HVAC service. CMCSS Maintenance Manager will approve.

***** End of Work Instructions *****