



## **HVAC GAS ROUTINE SERVICE WORK INSTRUCTIONS MNT-W002**

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### **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 gas package systems. This work should only be performed by individuals trained in HVAC service

### **SPECIFIC INSTRUCTION:**

1. Shut off electricity 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 for changing.
5. Clean evaporator coil, follow instructions on coil cleaning product.
6. Check condensate drain, clear debris or build-up from drain pan.
7. Inspect and lube dampers and linkages.
8. Check and lube blower motor, tighten set screw on blower wheel if needed.
9. Check and lube condenser fan motor, tighten set screw on fan blade if needed.
10. Check belts and pulleys for proper alignment. Replace any belts that are worn.
11. Inspect all contactors, relays, and control boards, replace if necessary.
12. Shut off gas to HVAC unit.
13. Remove gas burners, clean and inspect, replace if necessary.
14. Inspect heat exchanger for cracks or holes (Inform Assistant Building Maintenance Manager or General Foreman if cracks or holes are found).
15. Inspect manifold and orifices, clean or replace as needed.
16. Inspect screens on exhaust ports, replace if necessary.
17. Turn gas on, check for any gas leaks, repair if required.
18. Turn electric on to HVAC unit.
19. Check for correct voltage and proper phase.
20. Test unit in cooling mode, check refrigerant pressures.
  - a. Task to be performed only by individuals with proper refrigerant certification level.
21. Check unit in heating mode, check for correct gas pressure, color and height of flame on burners, adjust as needed.
22. Set HVAC unit thermostat at 74 for cooling and 69 for heating.
23. Inspect 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 \*\*\***