



**Automatic Climate**

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## DUCT CLEANING CHECKLIST

### WORK ORDER

OK 1★

Date

\_\_\_\_\_ ea. Supply ducts to clean

\_\_\_\_\_

\_\_\_\_\_ ea. Return ducts to clean

Client

\_\_\_\_\_

### PRE-CLEANING INSPECTIONS

OK 2★

Address

Perform system run test

\_\_\_\_\_

Duct support inspection

\_\_\_\_\_

Duct connections inspected

\_\_\_\_\_

Duct insulation and vapor barriers inspected

System

Air filter inspection

\_\_\_\_\_

Technician

\_\_\_\_\_

### SERVICE

OK 3★

Notes

Remove and clean all supply and return grilles

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Clean all supply ducts using Rotobrush and camera

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Clean all supply and return trunks using Rotobrush and camera

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Install temporary filter media at supply outlets to catch loose debris

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System run test

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Remove temporary filter media

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### POST-CLEANING INSPECTIONS

OK 5★

All grilles reinstalled

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All ceilings, walls, and floors clean

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Run test system

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Return thermostat to original function

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Signature

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