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## DIAGNOSTIC & CLEAN AND CHECK PROCEDURE

System Review	★
<p>• <b>Intro:</b> Verify W/O and initial pricing. Notify expected time needed for service. Be sure to take notes during this discussion.</p>	
System performance review	<p><b>Hot/cold spots?</b> Duct balancing, dampers, zoning, mini-split systems. <b>System capacity?</b> Performance on hottest/coldest days of the year. <b>Humidity issues?</b> Dry: Humidifier. Damp: Dehumidifier/Dryer vent diag.</p>
Air filter replacement process	<p><b>Filter replacement plan?</b> Suggest how often/ where to buy. <b>Filter accessibility?</b> Filter grilles/modifications or services.</p>
Grilles and register maintenance	<p><b>Are any grilles dirty/damaged/rusty?</b> Clean or quote to replace</p>
Thermostat operation review	<p>User's ability to understand and operate. Wi-fi connections. Spend necessary time to teach operation and make Wi-fi connections.</p>
CO detector	<p>Recommend placement is in common areas and sleeping areas</p>
Dryer vent maintenance	<p>Ask if maintenance is being performed. Annual cleaning is recommended. Service is needed when clothes take longer to dry.</p>

Air Distribution System	★
Crawl Space / Attic Condition	NEED TEXT:
Duct system structure and condition	We are looking for proper size and design. Make estimates for suggested modifications.
Total ESP _____	Record. Make estimates for suggested modifications on systems that operate outside of 1" WC.
Airflow / CFM _____	Record. Make estimates for suggested modifications on systems that operate with less than of 350 CFM's per ton.
Ducts sealed, supported, and insulated	Include small repairs that can be done with minimal materials less than 15min. Take pics and note improvements. Make estimates for larger repairs.

Blower Unit	★
Safety controls operation inspection	Test switches and disconnect operations. Repair estimates for failures
Condensate piping structure and flush	Pipe grade, clean out, trap, vent, route, termination point. Flush. Repair estimates for failures and improvements.
Overflow switch structure and test	Correctly designed and installed. Operational. Repair estimates for failures.
Heating systems test and clean	Clean burners/thermocouples/ignitors. Test furnace limits. Check electric element operation. Repair estimates for failures.

Outside Unit	★
System Capacity _____	Figure out capacity based on outdoor model number.
Safety controls operation inspection	Test switches and disconnect operations. <i>Repair estimates for failures.</i>
Electrical components inspection	Test capacitors/contactors. Visual inspection for potential issues.
Condenser and cabinet cleaned/inspected	Wash/wax cabinet. Remove all interior debris build up. Clean pad. Replace Armaflex where needed. Include small repairs that can be done with minimal materials less than 15min. Take pics and note improvements. Make estimates for larger repairs.
Refrigeration system and operation	Refrigeration operation. Repair estimates for failures.

Status Review	★
<p>• <b>Discussion:</b> Review technical service in checklist above transition into discussion below.</p>	
Users review update	Update the user with your findings based on 'User's Review' notes.
Damper adjustments	<p><b>Are there volume dampers?</b> Notify if incorrect or unknown. <b>Would the user like the dampers adjusted?</b> Make aware that this is not a warrantied service. Label and teach user how to operate.</p>
Technologies update	Review I-Wave benefits and installation price.

Planning	★
Next filter change date: ____/____/____	Note the date of the next needed filter change.
Next Service date: ____/____/____	Overview of open recommendations
S/A Renewal date: ____/____/____	Offer or renew S/A.