Air Conditioning Repair Checklist

1) Exposed hoses, tubing and connections are examined for damage or leaks; OK Not OK
2) The compressor and clutch, when accessible, are examined for damage, missing bolts, missing hardware, broken housing and leaks;
3) The compressor is rotated to determine if it is seized or locked up;
4) Service ports are examined for missing caps, damaged threats and conformance with labeling;
5) The condenser coil is examined for damage, restrictions or leaks;
6) The expansion device, if accessible, is examined for physical damage or leaks;
7) The accumulator receiver dryer and in-line filter have been checked for damage, missing or loose hardware or leaks;
8) The drive belt system has been checked for damaged or missing pulleys or tensioners and for proper belt routing, tension, alignment, excessive wear or cracking;
9) The fan clutch has been examined for leakage, bearing wear and proper operation;
10) The cooling fan has been checked for bent or missing blades;
11) Accessible electrical connections have been examined for loose, burnt, or corroded parts;
12) The refrigerant in use has been identified and checked for contamination;
13) The system has been checked for leakage at a minimum of 50-PSI system pressure;
14) The compressor clutch, blower motor and air control doors have been checked for proper operation;

Items noted below need to be transferred to the final invoice.

15) High and low side system operating pressures have been High _________ Low _________;
16) The center air distribution outlet temperature is _____________ °F

Technician Name __________________________ Technician Signature __________________________ Date ____________ R.O. Number ______________

Note: Staple this form to the repair order.