



2020 HVAC electric tune-up checklist

This checklist is used to document the data required for your HVAC electric tune-up applications. Please complete this document and also include manufacturer's specification sheets or nameplate verification. Refer to, and complete, application page 8 for incentives and quantities.

HVAC electric tune-up checklist #1

Site name	Date of tune-up
Manufacturer	Type (ref. charge/DX coil/chiller)
Model number	Annual hours of operation
Serial number	Unit size (tons)
Company performing tune-up	Technician performing tune-up

HE-48 - Refrigerant charging correction on RTU AC

Unit must meet minimum efficiency per ASHRAE 90.1 2007, table 6.8.1a

Unit rated charge (psig)	Efficiency of unit (EER/SEER)	Unit existing charge (psig)	Charge unit adjusted to (psig +/- 20% of rated charge)
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HE-49 - DX condenser coil cleaning

Airflow readings before cleaning (CFM)

Average of all readings: _____

Airflow readings before cleaning (CFM)

Average of all readings: _____

HE-50 - Chiller tune-up (check one)

- | | |
|--|--|
| <input type="checkbox"/> Space cooling | <input type="checkbox"/> Process cooling |
|--|--|
- Inspect and correct oil level and pressure at full load operation
 - Clean the air-cooled condenser coil
 - Check and adjust the system pressure
 - Inspect and/or replace filter
 - Inspect and/or replace belt
 - Check and repair the electrical contractors
 - Check refrigerant temperature and pressure
 - Validate high pressure controls
 - Clean water cooled chiller condenser tubes
 - Check and repair economizer operation
 - Validate suction temperature and pressure
 - Patch and wash coat as required
 - Check for proper venting
- Check and repair evaporator condition
 - Validate compressor amp draw
 - Validate supply motor amp draw
 - Validate condenser fan(s) amp draw
 - Check liquid line temperature
 - Check suction pressure and temp
 - Validate low-pressure controls
 - Validate crankcase heater operation
 - Clean water cooled chiller evaporator tubes (if performance warrants)
 - Validate sub-cooling and superheat
 - Inspect all refractory
 - Check safety controls
 - Lubricate all motors and check coupling alignment

HVAC electric tune-up checklist #2

Site name	Date of tune-up
Manufacturer	Type (ref. charge/DX coil/chiller)
Model number	Annual hours of operation
Serial number	Unit size (tons)
Company performing tune-up	Technician performing tune-up

HE-48 - Refrigerant charging correction on RTU AC

Unit must meet minimum efficiency per ASHRAE 90.1 2007, table 6.8.1a

Unit rated charge (psig)		Efficiency of unit (EER/SEER)		Unit existing charge (psig)		Charge unit adjusted to (psig +/- 20% of rated charge)	
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HE-49 - DX condenser coil cleaning

Airflow readings before cleaning (CFM)

Average of all readings: _____

Airflow readings before cleaning (CFM)

Average of all readings: _____

HE-50 - Chiller tune-up (check one)

- | | |
|--|--|
| <input type="checkbox"/> Space cooling | <input type="checkbox"/> Process cooling |
|--|--|
- Inspect and correct oil level and pressure at full load operation
 - Clean the air-cooled condenser coil
 - Check and adjust the system pressure
 - Inspect and/or replace filter
 - Inspect and/or replace belt
 - Check and repair the electrical contractors
 - Check refrigerant temperature and pressure
 - Validate high pressure controls
 - Clean water cooled chiller condenser tubes
 - Check and repair economizer operation
 - Validate suction temperature and pressure
 - Patch and wash coat as required
 - Check for proper venting
- Check and repair evaporator condition
 - Validate compressor amp draw
 - Validate supply motor amp draw
 - Validate condenser fan(s) amp draw
 - Check liquid line temperature
 - Check suction pressure and temp
 - Validate low-pressure controls
 - Validate crankcase heater operation
 - Clean water cooled chiller evaporator tubes (if performance warrants)
 - Validate sub-cooling and superheat
 - Inspect all refractory
 - Check safety controls
 - Lubricate all motors and check coupling alignment

HVAC electric tune-up checklist #3

Site name	Date of tune-up
Manufacturer	Type (ref. charge/DX coil/chiller)
Model number	Annual hours of operation
Serial number	Unit size (tons)
Company performing tune-up	Technician performing tune-up

HE-48 - Refrigerant charging correction on RTU AC

Unit must meet minimum efficiency per ASHRAE 90.1 2007, table 6.8.1a

Unit rated charge (psig)	Efficiency of unit (EER/SEER)	Unit existing charge (psig)	Charge unit adjusted to (psig +/- 20% of rated charge)
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HE-49 - DX condenser coil cleaning

Airflow readings before cleaning (CFM)

Average of all readings: _____

Airflow readings before cleaning (CFM)

Average of all readings: _____

HE-50 - Chiller tune-up (check one)

- | | |
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| <input type="checkbox"/> Space cooling | <input type="checkbox"/> Process cooling |
|--|--|
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 - Clean the air-cooled condenser coil
 - Check and adjust the system pressure
 - Inspect and/or replace filter
 - Inspect and/or replace belt
 - Check and repair the electrical contractors
 - Check refrigerant temperature and pressure
 - Validate high pressure controls
 - Clean water cooled chiller condenser tubes
 - Check and repair economizer operation
 - Validate suction temperature and pressure
 - Patch and wash coat as required
 - Check for proper venting
- Check and repair evaporator condition
 - Validate compressor amp draw
 - Validate supply motor amp draw
 - Validate condenser fan(s) amp draw
 - Check liquid line temperature
 - Check suction pressure and temp
 - Validate low-pressure controls
 - Validate crankcase heater operation
 - Clean water cooled chiller evaporator tubes (if performance warrants)
 - Validate sub-cooling and superheat
 - Inspect all refractory
 - Check safety controls
 - Lubricate all motors and check coupling alignment

HVAC electric tune-up checklist #4

Site name	Date of tune-up
Manufacturer	Type (ref. charge/DX coil/chiller)
Model number	Annual hours of operation
Serial number	Unit size (tons)
Company performing tune-up	Technician performing tune-up

HE-48 - Refrigerant charging correction on RTU AC

Unit must meet minimum efficiency per ASHRAE 90.1 2007, table 6.8.1a

Unit rated charge (psig)	Efficiency of unit (EER/SEER)	Unit existing charge (psig)	Charge unit adjusted to (psig +/- 20% of rated charge)
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HE-49 - DX condenser coil cleaning

Airflow readings before cleaning (CFM)

Average of all readings: _____

Airflow readings before cleaning (CFM)

Average of all readings: _____

HE-50 - Chiller tune-up (check one)

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| <input type="checkbox"/> Space cooling | <input type="checkbox"/> Process cooling |
|--|--|
- Inspect and correct oil level and pressure at full load operation
 - Clean the air-cooled condenser coil
 - Check and adjust the system pressure
 - Inspect and/or replace filter
 - Inspect and/or replace belt
 - Check and repair the electrical contractors
 - Check refrigerant temperature and pressure
 - Validate high pressure controls
 - Clean water cooled chiller condenser tubes
 - Check and repair economizer operation
 - Validate suction temperature and pressure
 - Patch and wash coat as required
 - Check for proper venting
- Check and repair evaporator condition
 - Validate compressor amp draw
 - Validate supply motor amp draw
 - Validate condenser fan(s) amp draw
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 - Check suction pressure and temp
 - Validate low-pressure controls
 - Validate crankcase heater operation
 - Clean water cooled chiller evaporator tubes (if performance warrants)
 - Validate sub-cooling and superheat
 - Inspect all refractory
 - Check safety controls
 - Lubricate all motors and check coupling alignment