

Annual Heat System Preventive Maintenance

PRS offers heat system preventative maintenance at a special rate for Prime Properties and their clients. ***The price for this service is \$69.00 for the first unit and \$30 for each additional unit at a location.*** If you signed up for this service your account will be billed after the work has been completed. Please contact George Brown of PRS if you have questions or want to add or delete your rental properties from the list of properties to be serviced. George can be reached at 214-432-1950 or acapeto@primeprop.com.

Below is the detail of what is performed during the service, depending on the type of heating unit installed. If minor repairs are needed they will be performed while the technician is at the property. Any significant items will be noted and handled with the normal notification to which you are accustomed.

Heat Pump Preventive Maintenance Checklist

- Inspect unit and pad for proper level and adjust if necessary
- Clean dirt, leaves and debris from inside cabinet
- Inspect base pan for restricted drain openings – remove obstructions as necessary
- Inspect coil and cabinet – clean as needed
- Inspect fan motor and fan blades for wear and damage – on older models lubricate as needed
- Inspect control box, associated controls/accessories, wiring and connections. Controls may include contactors, relays, circuit boards, capacitors, sump heat and other accessories. All control box and electrical parts should be checked for wear or damage.

Indoor Unit/Furnace or Air Handler

- Inspect and clean blower assembly (includes blower housing, blower wheel and motor)
- On older models lubricate motor and inspect and replace fan belt if needed
- Check combustion blower housing for lint and debris and clean as necessary
- Inspect evaporator coil, drain pan and condensate drain lines. Clean as needed
- Inspect for gas leaks in gas furnaces
- Inspect burner assembly – clean and adjust as needed
- Inspect ignition system and safety controls – clean and adjust as needed
- Inspect heat exchanger or heating elements
- Inspect flue system – Check for proper attachment to the furnace, any dislocated sections, and for signs of corrosion. Replace if necessary.
- Inspect control box, associated controls, wiring and connections
- Clean or replace air filters (filter costs are additional)
- Inspect conditioned air flow system (ductwork) – check for leaks

While System is Operating

- Monitor system starting characteristics and capabilities
- Listen for abnormal noise
- Search for source of unusual odors
- Monitor heat pump systems for correct refrigerant charge
- Measure high and low side system pressures
- Monitor gas furnace for correct line and manifold gas pressure - make adjustments as needed
- Measure temperature rise and adjust airflow as needed
- Check vent system for proper operation
- Monitor system for correct line and load volts/amps
- Monitor system operation per manufacturer's specifications
- Provide system operation report and recommend repairs or replacement as necessary