

Annual AC Preventive Maintenance

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

Here is the detail of what is performed during the service, depending on the type of HVAC system 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.

Outdoor Unit/Air Conditioner or 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 (if clean needed – additional cost)
- 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.
- Inspect compressor and associated tubing for damage

Indoor Unit/ 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 (added cost)
- Inspect evaporator coil, drain pan and condensate drain lines. Clean as needed
- Inspect control box, associated controls, wiring and connections
- Clean or replace air filters (if needed – added cost)
- 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 air conditioning and heat pump systems for correct refrigerant charge
- Measure outdoor dry bulb temperature
- Measure indoor dry and wet bulb temperature
- 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

Note: This service does not include charging the system with refrigerant. If the system needs refrigerant the technician will determine whether a leak detection may be necessary. If this occurs, your property manager may request approval for performing a leak detection test to check the system.