

## Annual Heat System Preventive Maintenance

**Why sign up for this service?** Although Central Heating Systems are less complex than AC Systems and typically not subject to tenant abuse, they also have critical components which need periodic maintenance. Nearly all homes under ONEprop's management have either electric or gas heating system. In an all electric system the major issue are burnt elements, but in a natural gas furnaces there is real concern. Gas furnaces are more efficient, but they will corrode over the years and may cause carbon monoxide leaks, endangering the life of the residents. The Winter Preventive Maintenance checks furnaces for CO leaks and the entire system for optimal performance.

PRS offers a Heater Preventative Maintenance Service at a special rate for ONEprop and its clients. ***The current price for this service is \$69.00 for the first unit and \$30 for each additional unit at the same house.*** This service takes place prior to the "cold" season, usually October - December. If you have signed up for the 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 [prs@ONEprop.com](mailto:prs@ONEprop.com) or your property manager.

Below is an overview of what is typically done during the service, specific items are dependant on the fuel source. If minor repairs are needed they will be performed while the technician is at the property. Any significant items will be noted and brought to your attention by your property manager.

### Heat Pump Preventive Maintenance Checklist

- 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
- 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)
- 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 cost to the tenant)
- Inspect ductwork for integrity & leaks

### While System is Operating

- Monitor system starting characteristics and capabilities
- 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