

HVAC Fall Service (Heating)

PAGE 1: PER-UNIT LOG

Make sure every system heats safely before the first cold night. FixGrid standard: done by Nov 1 or your first fall frost date, whichever comes first.

PROPERTY	BUILDING / LOCATION	DATE	PERFORMED BY	NEXT DUE

Per-unit log

UNIT / SYSTEM	TYPE	FILTER CHANGED	THERMOSTAT HEATS	CONDENSATE DRAINS (HEAT PUMP, HIGH-EFFICIENCY FURNACE)	AMP DRAW, HEATING	GAS: FLAME NORMAL, VENT SECURE AND SLOPED, NOTHING STORED NEAR	CO ALARM PRESENT AND WORKING	RESULT
	Heat pump Gas furnace Electric PTAC	☐	☐	☐	A	☐	☐	OK Fixed Needs repair
	Heat pump Gas furnace Electric PTAC	☐	☐	☐	A	☐	☐	OK Fixed Needs repair
	Heat pump Gas furnace Electric PTAC	☐	☐	☐	A	☐	☐	OK Fixed Needs repair
	Heat pump Gas furnace Electric PTAC	☐	☐	☐	A	☐	☐	OK Fixed Needs repair
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	Heat pump Gas furnace Electric PTAC	☐	☐	☐	A	☐	☐	OK Fixed Needs repair
	Heat pump Gas furnace Electric PTAC	☐	☐	☐	A	☐	☐	OK Fixed Needs repair

HEAT PUMPS IN HEATING MODE Use amp draw; there's no published split number for heating.

INITIALS	SUPERVISOR REVIEW	DATE



HVAC Fall Service (Heating) (continued)

PAGE 2: CHECKS

PROPERTY	BUILDING / LOCATION	DATE	PERFORMED BY	NEXT DUE			
#	Checks	OK	NEEDS REPAIR	DONE	NOT SCHEDULED	N/A	NOTES
1	Combustion analysis / heat exchanger inspection by a vendor (property's choice)			☐	☐	☐	
2	Emergency/auxiliary heat strips come on when called (heat pumps)	☐	☐			☐	

☐ If Needs repair:

WHAT TO DO
Everything else: open a ticket and finish the round.

CALL A LICENSED VENDOR WHEN
A CO alarm that fails, a scorched or loose vent, or a flame that looks wrong: same day, gas fitter or HVAC vendor.

Note: Give residents notice before entering (FixGrid standard: 3 days).

INITIALS	SUPERVISOR REVIEW	DATE

