

HVAC Spring Service (Cooling)

PAGE 1: PER-UNIT LOG

Get every system ready for cooling season, with two readings that prove it works. FixGrid standard: done by May 1 (or after your last spring frost).

PROPERTY	BUILDING / LOCATION	DATE	PERFORMED BY	NEXT DUE

Per-unit log

UNIT / SYSTEM	FILTER CHANGED	COIL CLEAN	CONDENSATE DRAINS	FLOAT SWITCH SHUTS UNIT OFF	THERMOSTAT COOLS	TEMP SPLIT	AMP DRAW	RESULT
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair
	☐	☐	☐	☐	☐	°F	A	OK Fixed Needs repair

HOW TO READ THE SPLIT

Probes in the air stream before and after the coil. Never at the grilles, never with an IR gun. A cooling split of 14 to 23 °F is normal. Outside that range, put gauges on and record superheat and subcooling. Gauges are the last step, not the first.

INITIALS	SUPERVISOR REVIEW	DATE



HVAC Spring Service (Cooling) (continued)

PAGE 2: CHECKS

PROPERTY

BUILDING / LOCATION

DATE

PERFORMED BY

NEXT DUE

#	Checks	DONE	DUE	N/A	NOTES
1	Any refrigerant added was weighed on a scale and posted to the refrigerant log	☐		☐	
2	PTACs: annual deep clean (pulled from sleeve; coils, drain pan, blower wheel). Coastal properties: quarterly	☐	☐	☐	

☐ If Needs repair:

WHAT TO DO

Open a ticket and finish the round. A split still out of range after gauges, or a float switch that doesn't stop the unit: same day.

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

INITIALS

SUPERVISOR REVIEW

DATE

