



HARBORFIELDS
HEATING AND COOLING
FRESH AIR IS ON THE WAY

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1. **Thermostat Check:** Verify the thermostat is working correctly and accurately reflects the actual temperature.
2. **Electrical Connections Inspection:** Ensure all electrical connections are tight and secure. Check for any signs of wear or damage to the wiring, which could be a safety hazard.
3. **Lubrication:** Moving parts within the AC unit should be lubricated to prevent friction and wear, which can increase energy consumption and cause parts to wear out more quickly.
4. **Condensate Drain Inspection and Cleaning:** The condensate drain line can become clogged over time, leading to water damage and increased humidity levels.
5. **System Controls Check:** Ensure the system starts, operates, and shuts off properly. This includes checking the start cycle and shut-down sequence to ensure the system operates safely and correctly.

6. **Air Filter Replacement or Cleaning (Filters do not include):** Air filters should be replaced or cleaned regularly to maintain airflow and improve indoor air quality. Clogged filters restrict airflow, reducing system efficiency and increasing energy use.
7. **Coils Inspection (Coils Cleanup does not include):** Both the evaporator and condenser coils should be checked and cleaned as needed. Dirty coils reduce the system's ability to cool the air and cause the system to run longer, increasing energy costs.
8. **Refrigerant Level Check:** Ensure the refrigerant level is within the correct range. Too much or too little refrigerant can make your system less efficient, increase energy costs, and reduce the lifespan of the equipment.
9. **Blower Components Adjustment and Cleaning (Air balance do not include):** Adjust and clean the blower components to ensure proper system airflow. Airflow problems can reduce your system's efficiency by up to 15%.
10. **Ductwork Inspection:** Inspecting the ductwork for leaks, blockages, or insulation issues is essential for overall system efficiency.
11. **Safety Devices Check:** Ensure all safety devices are functioning correctly to prevent electrical overloads and protect the AC system from damage.
12. **Inspect and Tighten All Fittings:** This includes checking for any leaks or loose fittings that can affect the system's efficiency and performance.
13. **Performance Test:** Finally, conduct a performance test to ensure the system operates efficiently and adjusts as necessary. This may include measuring temperature differential, airflow, and refrigerant pressure.