

Sustainable Gabriola Heat Pump Service Checklist

Outside Unit

- 1/ Inspect for damage and clear airways (no enclosures, vegetation, etc).
- 2/ Vacuum outside unit intake grill.
- 3/ Remove side cover and check primary voltage (230 VAC +/-10%).
- 4/ Confirm outdoor disconnect opens both phases.
- 5/ Inspect for signs of refrigerant or oil leaks.
- 6/ With power off tighten all wiring connections. Replace side cover.
- 7/ Clear condensate drain from inside unit with compressed air.

Inside Unit

- 1/ Open unit, remove and clean primary filters and vacuum filter area.
- 2/ Discard secondary filters if more than 24 months old (Replacements are special order).
- 3/ Open inner cover and with power still off tighten wiring connections.
- 4/ Replace remote batteries if more than 24 months old. Reset time and settings.
- 5/ Close unit, restore power, test for normal and powerful operation.

Next recommended service date _____

Date _____

Signature _____