

ACCA Standard 4 Checklist



HVAC Technician Name: _____

HVAC Company Name: _____

Date of service: _____

Equipment Type: Air conditioner Heat pump Other: _____

Manufacturer: _____

Model #: _____

Serial #: _____

Date of Manufacture: _____

Age of unit: _____

Initial
when
complete

Evaporator Coil Checklist

- 1. Inspect cabinet, repair or replace insulation, fasteners, fit to ensure proper integrity. Seal air leaks _____
- 2. Inspect the required clearance around the cabinet. Ensure no obstacles to airflow _____
- 3. Inspect condensate drain piping for proper operation. Clean, repair, or replace as needed _____
- 4. Inspect condensate blowing from coil into cabinet or air distribution system. _____
- Adjust fan speed, clean coil fins, ensure OEM supplied deflectors are operating as necessary _____
- 5. Inspect drain pan and accessible drain line for biological growth. Clean as needed. _____
- 6. Inspect secondary drain lines, drain pans, and overflow protection devices for proper drainage and evidence of water in secondary drain pan. Remove any blockages and investigate cause or water in drain pan. _____
- 7. Confirm correct airflow using delta-T and/or static pressure and compare to OEM target. _____

Measured CFM: _____ OEM CFM: _____
 Wet bulb ΔT : _____ Q_t (Btu/hr) = 4.5 (CFM) Δh = _____ OEM Q_t = _____
 Dry bulb ΔT : _____ Q_s (Btu/hr) = 1.08 (CFM) ΔT = _____ OEM Q_s = _____
 Q_L (Btu/hr) = $Q_t - Q_s$ = _____ OEM Q_L = _____ (Btu/hr)

Adjust the system for proper airflow. If DB and WB values are outside of appropriate OEM ranges, check for correct airflow, refrigerant charge, and operating conditions. _____

- 8. Inspect coil fins. Ensure fins are visibly clean, straight, and open. Clean & straighten as needed. _____
- 9. Inspect accessible refrigerant lines, joints, components, and coils for oil leaks. Repair as needed. _____
- 10. Inspect refrigerant line insulation. Repair or replace as needed. _____
- 11. Measure pressure drop across the coil. Adjust, clean, repair or replace as needed. _____

Condensing Unit Checklist

- 1. Inspect cabinet, repair or replace insulation, fasteners, fit to ensure proper integrity. Seal air leaks _____
- 2. Inspect the required clearance around the cabinet. Ensure no obstacles to airflow _____
- 3. Inspect electrical disconnect box. Ensure electrical connections are clean and tight. Ensure fused disconnects use the proper fuse size and are not bypassed. Repair and replace as needed. _____
- 4. Ensure proper equipment grounding. Tighten, correct and repair as necessary. _____
- 5. Measure and record line voltage. Compare to OEM specifications or equipment nameplate. _____
- Measured Voltage = _____ (V) OEM Voltage = _____ (V)
- 6. Inspect and test contactors and replays. Look for pitting or signs of damage. Replace as needed. _____
- 7. If accessible, check printed circuit for hot spots and other damage. Repair as needed. _____

ACCA Standard 4 Checklist



Initial

- 7. Inspect motor capacitors. Replace bulged, split, incorrectly sized, or do not meet OEM specs. _____
- 8. Measure and record amperae draw to motor. If outside OEM specifications, repair as needed. _____
 Measured FLA = _____ (Amps) OEM FLA = _____ (Amps)
- 9. Inspect accessible refrigerant lines, joints, components, and coils for oil leaks. Repair as needed. _____
- 10. If indoor airflow is within OEM specifications, but TD is not, check refrigerant charge using manufacturer recommended procedure. Adjust charge as needed. _____
- 11. Inspect refrigerantline insulation. Repair or replace as needed. _____
- 12. Confirm the fan blade or blower wheel has a tightconnectio to the blower motor shaft. _____
 Inspect fan for free rotation and minimal endplay. Measure amp draw. If draw exceeds OEM remedy as necessary. _____
 Measured draw = _____ (Amps) OEM draw = _____ (Amps)
- 13. Inspect coil fins. Ensure fins are visibly cleam, straight, and open. Clean & straighten as needed. _____

Air-to-air Heat pump additional tasks

- 1. Test reversing valve operation. Record findings, repair or replace as necessary. _____
 Measured CFM: _____ OEM CFM: _____
 Wet bulb ΔT : _____ Q_t (Btu/hr) = 4.5 (CFM) Δh = _____ OEM Q_t = _____
 Dry bulb ΔT : _____ Q_s (Btu/hr) = 1.08 (CFM) ΔT = _____ OEM Q_s = _____
 Q_L (Btu/hr) = $Q_t - Q_s$ = _____ OEM Q_L = _____ (Btu/hr)
- 2. If indoor airflow is within OEM specifications, but TD is not, check refrigerant charge using manufacturer recommended procedure. Adjust charge as needed. _____
- 3. Test defrost cycle controls. Repair, replace, or adjust as needed. _____
- 4. Inspect outdood unit condensate drain ports. Ensure condensate drain ports are open and the unit is elevated above obstructions to allow free flow of condensate or per local code. _____

Blower Assembly

- 1. Inspect cabinet, repair or replace insulation, fasteners, fit to ensure proper integrity. Seal air leaks _____
- 2. Inspect the required clearance around the cabinet. Ensure no obstacles to airflow _____
- 3. Measure & record airflow across the teat exchanger/coil. Repair as needed. _____
 Measured CFM: _____ OEM CFM: _____
- 4. Test variable frequency drive for proper operations. Repair as needed. _____
- 5. Inspect fan belt tension. Inspect belt and pulleys for wear and tear. Repair as needed. _____
- 6. Confirm the fan blade or blower wheel has a tight connection to the blower motor shaft. Inspect fan for free rotation and minimal endplay. Measure and record amp draw. If amp draw exceeds OEM specifications, remedy the cause. _____
 Measured draw = _____ (Amps) OEM draw = _____ (Amps)