

HAWAII KAI PENINSULA – COLONY
Proof of Annual Air Conditioning Maintenance

Date: _____

Apartment Number: _____

Name _____ [] Owner [] Agent

Phone _____

Email _____

Maintenance Summary (To be completed by Service Provider)

(circle the appropriate response for each maintenance item. Explain each "NO" response where requested.)

YES NO External (rooftop) components were inspected and serviced and found to be in satisfactory working condition. Explanation:

YES NO Interior components were inspected and serviced and found to be in satisfactory working condition. Explanation:

YES NO Is there a Safety Overflow Switch present?

Signed:

Occupant / Agent Signature

Service Provider Signature

Occupant / Agent Name

Service Provider Name

Please attach a copy of the service receipt

Annual Air Conditioning Typical Maintenance Checklist
(Source: www.energystar.gov)

Service Provider

(Initial each checklist item if completed.)

- [] Check thermostat settings to ensure thermostat is operational and air conditioning provides desired temperature setting.
- [] Ensure all electrical connections are secure and measure voltage and current on motors for any problems.
- [] Inspect and lubricate all moving parts, as necessary.
- [] Check and inspect the condensate drain and tray. Clean condensate drain, as necessary. Install Safety Overflow Switch as deemed necessary.
- [] Check system controls to ensure proper and safe operation. Check starting cycle to ensure system starts, operates, and shuts off properly.
- [] Clean evaporator and condenser air conditioning coils.
- [] Check system refrigerant level and adjust, if necessary.
- [] Clean and adjust blower components to ensure proper airflow.

Occupant or Service Provider

- [] Inspect, clean, or change air filters on a regular basis and at least annually.