

**RESIDENTIAL**

# Air Conditioning / Air Source Heat Pump Tune Up Check List

## Member Information

Name \_\_\_\_\_ Date \_\_\_\_\_

MLEC Account Number \_\_\_\_\_

## Equipment Information

Air Conditioning or Heat Pump Brand \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_

EER Rating \_\_\_\_\_ BTU Rating \_\_\_\_\_

Age of Unit \_\_\_\_\_ Contractor \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Check condenser coil                  | <input type="checkbox"/> Test all controls   |
| <input type="checkbox"/> Check coolant level                   | <input type="checkbox"/> Blow out drain lines  |
| <input type="checkbox"/> Check coolant pressure                | <input type="checkbox"/> Perform a visual inspection of the entire air conditioning system |
| <input type="checkbox"/> Check indoor filter                   | <input type="checkbox"/> Educate the homeowner on proper system operation                  |
| <input type="checkbox"/> Check belt and lube motor (if needed) |  |

## Important

- Mille Lacs Energy rebates customers \$25 with operating central air conditioners or air source heat pumps over three years of age and that have not been tuned up in the last two years.
- Rebates will be applied directly to the electric bill. Forms must be submitted by **September 30, 2024**.
- Submit completed rebate form (or similar form) signed by both the contractor and the customer must be submitted to:

Attn: Jana Fremling  
Mille Lacs Energy Cooperative  
PO Box 230  
Aitkin, MN 56431

Customer's Signature \_\_\_\_\_

Contractor's Signature \_\_\_\_\_