



# Air Conditioner Tune-Ups

Summer's here and the time is right for tuning up the AC! Tune-ups should be performed annually on your air conditioning system by a qualified technician to ensure safe, effective, and energy-efficient operation. Regular air conditioner tune-ups can significantly reduce operating costs and improve comfort in your home.

St. Charles Public Utilities is providing rebates for residences and businesses that have air conditioner tune-ups performed. For each central air conditioner tuned-up by a qualified technician, a \$50 rebate will be given to the customer. To receive your rebate, work with the contractor to complete the bottom portion and back page of this form, attach the invoice, and bring them to St. Charles City Hall at 830 Whitewater Ave.

CUSTOMER INFORMATION			
Name of Customer		St. Charles Account #	
Address	City	State	Zip Code
Phone (      )	Email	Fax (      )	

CONTRACTOR INFORMATION			
Name of Contracting Company			Tune-up Cost \$
Name of Contact Person		Title of Contact Person	
Address	City	State	Zip Code
Phone (      )	Email	Fax (      )	



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## Air Conditioner Tune-up Checklist

The technician performing the AC tune-up must initial that each of the following steps was completed in order for the customer to receive an incentive. If any repair work is required beyond the scope of the tune-up, please note this in the additional recommended services box below.

- \_\_\_\_\_ Clean and inspect condensate drain line and/or pan
- \_\_\_\_\_ Clean condenser coil and straighten fins
- \_\_\_\_\_ Clean, inspect, and straighten fan blades (contractor's discretion if they should be replaced or straightened)
- \_\_\_\_\_ Clean indoor coil and straighten fins
- \_\_\_\_\_ Repair damaged suction line insulation
- \_\_\_\_\_ Clean or replace air filter (should be performed minimum of 4 times annually)
- \_\_\_\_\_ Clean or replace grills and screen
- \_\_\_\_\_ Calibrate thermostat for accurate control and to prevent system from running longer than necessary, which increase utility usage.

Please note any additional recommended services below:

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_