



FLORIDA COMFORT SYSTEMS

Before You Call for AC Repair

Naples Homeowner Troubleshooting Checklist

Use this quick checklist before calling for AC service. A few simple checks may save you time, money, and an unnecessary service call.

HOMEOWNER INFORMATION

Name _____

Date _____

Address _____

Phone _____

STEP 1: CHECK YOUR THERMOSTAT

- Thermostat is set to **COOL**
- Temperature is set lower than the current room temperature
- Fan is set to **AUTO**
- Screen is working properly
- Thermostat batteries have been replaced (if applicable)

Notes: _____

STEP 2: CHECK YOUR AIR FILTER

- Air filter has been inspected
- Filter is clean and not clogged
- Filter is installed facing the correct direction
- Filter has been replaced recently

Tip: A dirty filter can restrict airflow and cause your AC to struggle or freeze up.

Notes: _____

STEP 3: CHECK YOUR CIRCUIT BREAKER

- AC breaker in electrical panel has been checked
- Breaker is not tripped
- Indoor air handler breaker is on
- Outdoor condenser breaker is on

Important: If the breaker keeps tripping, stop resetting it and call a professional.

Notes: _____

STEP 4: CHECK FOR AIRFLOW

- Air is blowing from vents
- Supply vents are open and unobstructed
- Return vents are not blocked by furniture or rugs
- Airflow feels normal throughout the home

Notes: _____

STEP 5: CHECK THE OUTDOOR UNIT

- Outdoor AC unit is running
- Unit is free of leaves, grass, and debris
- No obvious ice buildup
- No unusual rattling or grinding sounds
- No strong burning smell

Important: Do not open or attempt to repair the outdoor unit yourself.

Notes: _____

STEP 6: CHECK FOR WATER OR DRAIN ISSUES

- No water leaking around indoor unit
- Drain line appears clear
- Drain pan is not overflowing
- No signs of water damage near AC closet or garage unit

Tip: In Southwest Florida, clogged condensate drain lines are one of the most common AC issues.

Notes: _____

STEP 7: CHECK FOR ICE

- No ice visible on refrigerant lines
- No ice visible on indoor or outdoor unit
- AC has not been running nonstop without cooling

If you see ice: Turn the thermostat to OFF and the fan to ON, then call for service.

Notes: _____

STEP 8: LISTEN FOR WARNING SIGNS

- Warm air coming from vents
- Weak airflow
- AC constantly running
- AC turning on and off too often
- Strange noises
- Musty smell
- Burning smell
- Higher than normal electric bill

Notes: _____

STEP 9: WHEN TO CALL AN AC PROFESSIONAL RIGHT AWAY

- Burning smell
- Unit will not turn on at all
- Water leaking inside the home
- Ice on the system
- Loud grinding, banging, or buzzing noises
- Breaker repeatedly trips
- AC blowing warm air for more than 1–2 hours

SERVICE NOTES FOR THE TECHNICIAN

What is the AC doing?

When did the issue start?

Has this happened before?

Trusted AC Repair in Naples and Southwest Florida
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Save this checklist on your fridge or in your utility room for quick reference.