

# HVAC Maintenance Checklist

<b>Location</b>	
<b>Building</b>	
<b>ID #</b>	
<b>Completed By</b>	
<b>Date</b>	

<b>Task</b>	<b>Comment</b>	<b>Done</b>
<b>Regular Filter Replacement</b>	Check and replace air filters every 1-3 months	
<b>Thermostat Maintenance</b>	Inspect and calibrate the thermostat	
<b>Indoor Unit Inspection</b>	Check for any visible signs of damage or leaks	
<b>Outdoor Unit Maintenance</b>	Remove any debris, leaves, or vegetation	
<b>Condensate Drain Cleaning</b>	Clear the condensate drain line	
<b>Check Electrical Connections</b>	Inspect electrical connections, wiring, and components	
<b>Lubricate Moving Parts</b>	Lubricate motor bearings and other moving parts	
<b>Check Refrigerant Levels</b>	Monitor refrigerant levels	
<b>Test System Performance</b>	Run a test cycle	
<b>Schedule Professional Maintenance</b>	Annual or bi-annual maintenance visits	