

HVAC Preventative Maintenance Checklist

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|---------------------|--|
| Location | |
| Building | |
| ID # | |
| Completed By | |
| Date | |

| Monthly Tasks | Done |
|--|------|
| Check and replace air filters if dirty | |
| Inspect the thermostat for accuracy and proper operation | |
| Inspect the indoor unit for any visible signs of damage or leaks | |
| Clear any obstructions blocking the airflow around the indoor unit | |

| Seasonal Tasks | Done |
|--|------|
| Spring | |
| Clean the outdoor condenser unit, removing debris and vegetation | |
| Inspect the condensate drain line and clear any clogs | |
| Check electrical connections and tighten if necessary | |
| Lubricate moving parts as recommended by the manufacturer | |
| Test the system's performance and measure refrigerant levels | |
| Summer | |
| Monitor the system's performance and listen for any unusual sounds | |
| Check refrigerant levels and adjust if needed | |
| Inspect and clean the outdoor condenser coils | |
| Verify the accuracy of the thermostat settings | |
| Fall | |
| Inspect and clean the combustion chamber (for gas furnaces) | |
| Check and clean the burner assembly and ignition system (for gas furnaces) | |
| Examine the heat exchanger for cracks or corrosion (for gas furnaces) | |
| Test the ignition system and safety controls (for gas furnaces) | |
| Inspect and clean the blower assembly | |
| Winter | |
| Inspect the heat exchanger for any signs of damage (for gas furnaces) | |
| Check the flue system for proper ventilation (for gas furnaces) | |
| Lubricate the blower motor if necessary | |
| Inspect and clean the air ducts, removing any dust or debris | |
| Monitor the system for efficient heating | |