

HVAC Preventive Maintenance Checklist

Location	
Building	
ID #	
Completed By	
Date	
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	
Annual Professional Maintenance	Done
Schedule an annual maintenance visit by a qualified HVAC technician	
Conduct a thorough inspection of the entire system	
Perform a complete cleaning of all components	
Test and calibrate the thermostat for accurate temperature control	
Check electrical connections and tighten if necessary	
Verify refrigerant levels and make adjustments if needed	
Conduct any necessary repairs or replacements	