



# HVAC Maintenance

## for Warm and Cold Months

# HVAC Maintenance Checklist

## *for Warmer Months (Spring/Summer)*

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Company: \_\_\_\_\_

Worksite address: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

TASK	NOTES
<input type="checkbox"/> Cleaning coils	
<input type="checkbox"/> Cleaning condensers	
<input type="checkbox"/> Replacing the filters	
<input type="checkbox"/> Checking for leaks	
<input type="checkbox"/> Clearing the drain lines	
<input type="checkbox"/> Ensuring outside of unit is clear of debris	
<input type="checkbox"/> Checking the thermostat	
<input type="checkbox"/> Checking the refrigerant	
<input type="checkbox"/> Checking the connections	
<input type="checkbox"/> Inspecting the air ducts	
<input type="checkbox"/> Checking the fan motor and oiling as needed	

# HVAC Maintenance Checklist

## *for Colder Months (Fall/Winter)*

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Company: \_\_\_\_\_

Worksite address: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

TASK

NOTES

- Inspecting the heating elements
- Clearing drain lines
- Lubricating moving parts
- Replacing the filters on a regular schedule
- Replacing worn belts
- Checking for gas leaks and the pressure
- Checking all electrical connections
- Checking the thermostat
- Checking the ignition burner assembly
- Inspecting the heat pump
- Checking the flue system for connectivity