

HVAC Preventive Maintenance Checklist

1. General Inspection

- Check thermostat settings and operation
- Inspect electrical connections and tighten if needed
- Inspect and test system controls
- Listen for unusual noises or vibrations

2. Air Conditioning (Cooling)

- Clean or replace air filters
- Clean condenser and evaporator coils
- Check refrigerant levels and recharge if necessary
- Inspect and clean the condensate drain
- Inspect fan motor and blades for wear
- Check and calibrate thermostats

3. Heating System

- Inspect and clean burners and heat exchangers
- Check for gas leaks or carbon monoxide (for gas furnaces)
- Inspect flue and vent systems
- Test ignition system and safety controls
- Lubricate moving parts

4. Air Distribution

- Inspect and clean ductwork if needed
- Check for air leaks and seal
- Ensure proper airflow at vents

5. Belts and Motors

- Inspect belts for wear and tension
- Lubricate motors and bearings
- Check fan alignment and performance

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6. System Performance

- Measure voltage and current on motors
- Verify temperature differentials
- Check system cycling and runtime
- Ensure overall efficiency and performance