



HVAC Maintenance Checklist

Your Commercial HVAC Maintenance Checklist

» Spring/Summer

- Remove any debris from around outdoor units.
- Inspect all ducts for mold, dust, or debris.
- Change batteries as needed.
- Inspect pulleys and belts, replacing frayed parts as needed.
- Check the refrigerant charge and inspect for leaks.
- Check thermostat controls for correct temperature settings
- Check all electrical systems and connections.
- Check the HVAC cabinet for leaks and ensure the cabinet door is sealed.
- Check fan, airflow, blower motor, and blades and adjust accordingly.
- Clean and check evaporator coils and condenser.
- Clear pans and drains of standing water to avoid overflows.
- Lubricate motors, bearings and all moving parts
- Replace air filters on all cooling equipment.

» Fall/Winter

- Replace air filters on heating equipment every 30 to 90 days.
- Inspect heating elements or heat exchangers to avoid carbon monoxide dangers
- Ensure the furnace is securely attached to the flue system
- Check for gas pressure and leaks if have a gas furnace
- Check all electrical systems and connections.
- Check thermostat controls for correct temperature settings.
- Check the heat pump
- Inspect fan, blower motor, ignition and burner assembly and adjust as needed.
- Inspect pulleys and belts, replacing frayed parts as needed.
- Lubricate motors, bearings, and all moving parts.
- Clear drain lines and pans.

Notes :