

HVAC Preventive Maintenance Essentials Checklist

When it comes to HVAC preventive maintenance, there are various preventive maintenance steps to take depending on seasonal factors. Follow this checklist to ensure you're covering all the essentials for your HVAC preventive maintenance program in spring/summer and in fall/winter to equip your HVAC equipment for seasonal environmental conditions.

Spring/Summer HVAC Preventive Maintenance Checklist

- Clean all filters and replace filters if needed.
- Clean condenser and evaporator air conditioning coils.
- Check drain lines and clear any clogs and clean drain lines to ensure proper flow.
- Empty drain pans of any standing water.
- Check pulleys and belts and replace any that are worn.
- Inspect ducts for the presence of debris, mold, and mildew and clean if needed.
- Check refrigerant levels and adjust if needed.
- Check for refrigerant leaks.
- Test thermostats and HVAC controls to ensure correct temperature and timer settings.
- Charge or replace batteries if necessary.
- Tighten electrical connections, check wiring, and measure voltage and current on motors.
Check control box and electrical components for wear or damage.
- Check the equipment's starting cycle to ensure proper starting, operation, and shutoff.
- Check the fan motor.
- Check and clean blowers and blades and adjust if needed to ensure proper airflow.
- Lubricate moving parts, including motor bearings, to reduce friction and energy consumption.
- Inspect the cabinet and cabinet door for leaks and ensure it closes securely.
- Inspect the outside unit for surrounding debris.

Fall/Winter HVAC Preventive Maintenance Checklist

Clean heating equipment filters and replace filters if needed. Filters should be replaced every 30 to 90 days.

Inspect the ignition burner assembly.

Inspect the heating elements or heat exchanger for damage to reduce carbon monoxide risks.

Inspect the flue system and check to ensure it's securely attached to the furnace.

Gas furnaces should be examined carefully to detect potential gas leaks.

Test the gas pressure.

Check belts and pulleys and replace any that are worn or frayed.

Clear drain lines of clogs and ensure proper flow.

Empty the drain pan of any standing water.

Tighten electrical connections, check wiring, and measure voltage and current on motors.

Check all control boxes and electrical components for damage or wear.

Lubricate moving parts, including motor bearings, to reduce friction and avoid excess electricity usage.

Check and clean blowers and fans to ensure proper operation. Adjust if necessary.

Check thermostats and ensure controls are functioning properly.

Inspect the heat pump.

Check vents and ductwork for the presence of debris, mold, and mildew. Clean if necessary.