

Fall & Winter HVAC Maintenance Checklist

Inspection Date:

Technician Name:

- Clean or replace filters as needed
- Inspect ignition burner assembly
- Inspect the heat exchanger and other heating elements
- Check gas pressure
- Check for gas leaks in heating elements
- Inspect the wiring for frays or damage
- Inspect and lubricate motor bearings and other moving parts
- Replace worn out parts like pulleys and belts
- Check drains for clogs
- Test thermostat settings and functionality
- Test and check the heat pump
- Check ductwork and vents
- Clean and check the flue system

Comments:

Spring & Summer HVAC Maintenance Checklist

Inspection Date:

Technician Name:

- Check humidity levels
- Check for signs of gas leaks
- Check drain lines for clogs
- Clean any standing water out of the drain pan
- Clean the evaporator and condenser coils
- Replace worn out parts like pulleys and belts
- Change batteries
- Clean or replace air filters
- Clean or replace fan blades
- Check thermostat settings, humidity levels and timer
- Check refrigerant for leaks
- Check electrical connections
- Inspect and lubricate motor bearings and other moving parts
- Clear any debris or dust on or around the unit
- Check the unit cabinet for damage and ensure secure closure

Comments: