



HVAC Preventative Maintenance Checklist

Technician Name: _____ **Date:** _____
Location: _____ **Unit ID:** _____

General Inspection

- ☐ Inspect thermostat settings and adjust if needed
- ☐ Check system operation for unusual noises or odors
- ☐ Inspect electrical connections for corrosion or loose wires
- ☐ Verify safety controls are functioning properly

Air Filters

- ☐ Inspect air filters
- ☐ Replace filters if necessary

Refrigerant System

- ☐ Check refrigerant levels
- ☐ Inspect refrigerant lines for leaks or damage
- ☐ Clean evaporator and condenser coils

Air Handling & Ductwork

- ☐ Inspect ductwork for leaks or blockages
- ☐ Check and clean blower assembly, including belts and bearings
- ☐ Verify damper operation for proper airflow

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Condensate Drain System

- ☐ Inspect and clean condensate drain lines and pan
- ☐ Check for mold, algae or blockages
- ☐ Test condensate pump operation (if applicable)

Electrical Components

- ☐ Tighten and inspect electrical connections
- ☐ Test and clean contactors and relays
- ☐ Measure voltage and amperage on motors
- ☐ Inspect capacitors for bulging or leakage

Heating System (Seasonal)

- ☐ Inspect burners, heat exchangers and flue systems
- ☐ Test ignition system and gas pressure
- ☐ Check combustion air intake for obstructions
- ☐ Clean pilot assembly and test flame sensor

Cooling System (Seasonal)

- ☐ Inspect condenser and evaporator coils
- ☐ Clean coils as needed per manufacturer requirements
- ☐ Check fan motors and lubricate bearings if necessary

Fans & Motors

- ☐ Inspect and lubricate fan motors and bearings
- ☐ Check fan blade alignment and operation
- ☐ Tighten pulleys and belts (replace if worn)

Controls & Sensors

- ☐ Test and calibrate thermostats and zone controls
- ☐ Verify proper operation of sensors and dampers
- ☐ Inspect economizer operation (if applicable)

Final System Check

- ☐ Verify airflow and temperature differential
- ☐ Run system through full heating and cooling cycles
- ☐ Document maintenance and report any issues

Additional Tasks

- ☐ _____
- ☐ _____
- ☐ _____

