

HVAC Maintenance Checklist

A practical guide to keeping your system running efficiently year-round.

A Monthly (Homeowner-Level Checks)

- ☐ Check and replace air filter if dirty (every 1–3 months)
- ☐ Confirm outdoor unit is clear of debris, leaves, and vegetation
- ☐ Check thermostat is functioning and set correctly
- ☐ Listen for unusual noises during operation

B Seasonal (Before Summer / Before Winter)

- ☐ Test the system before the season it will be used most
- ☐ Check for unusual odors when the system starts up
- ☐ Confirm consistent airflow from all vents
- ☐ Check for any visible leaks around the indoor unit

C Annual Professional Service Visit

- ☐ Clean condenser and evaporator coils
- ☐ Check refrigerant level and pressure
- ☐ Inspect and tighten electrical connections
- ☐ Lubricate moving parts and check belts
- ☐ Test system controls and safety switches
- ☐ Check condensate drain line for clogs
- ☐ Inspect ductwork for leaks or damage
- ☐ Verify proper thermostat calibration

D Signs You Need Service Sooner

- ☐ Weak or inconsistent airflow
 - ☐ Unusual noises (grinding, squealing, banging)
 - ☐ Unpleasant or musty odors when running
 - ☐ Higher than normal energy bills
 - ☐ Frequent cycling on and off
 - ☐ Warm air from an AC system, or cold air from heating
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Due for a Professional HVAC Inspection?

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