

HVAC Maintenance Checklist

General Inspection

Task	Completed	Comments
Inspect thermostat settings	<input type="checkbox"/>	
Check electrical connections	<input type="checkbox"/>	
Lubricate moving parts	<input type="checkbox"/>	
Inspect system startup and shutdown controls	<input type="checkbox"/>	

Air Conditioner

Task	Completed	Comments
Clean condenser and evaporator coils	<input type="checkbox"/>	
Check refrigerant level	<input type="checkbox"/>	
Inspect condensate drain	<input type="checkbox"/>	

Heating System

Task	Completed	Comments
Inspect heat exchanger	<input type="checkbox"/>	
Check burner and flame sensor	<input type="checkbox"/>	
Inspect vent system	<input type="checkbox"/>	

Air Filters

Task	Completed	Comments
Inspect air filter	<input type="checkbox"/>	
Replace air filter if necessary	<input type="checkbox"/>	

Notes

