

HVAC Maintenance Checklist

Date

Technician Name

Location/Building

Unit/Asset #

Inspection Items

☐

Check thermostat operation

☐

Inspect electrical connections

☐

Replace/clean air filters

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Lubricate moving parts

☐

Inspect condensate drain

☐

Clean condenser & evaporator coils

☐

Check refrigerant levels

☐

Inspect blower components

☐

Check belt condition and tension

☐

Test system safety controls

☐

Other

Comments/Notes

Technician Signature

Supervisor Approval