

Preventive Maintenance Checklist for HVAC Systems

General Information

Building		Date	
Location		Technician	
System/Unit ID		Type	

Checklist

Task	Completed	Notes
Inspect and replace air filters		
Check thermostat operation		
Clean evaporator and condenser coils		
Inspect and clean blower assembly		
Examine electrical connections		
Lubricate moving parts		
Check refrigerant level		
Inspect ductwork for leaks or obstructions		
Test safety controls and sensors		
Inspect condensate drain		
Inspect belts and pulleys		

Additional Notes

Technician Signature