

# HVAC Maintenance Checklist

1. Inspect and replace air filters every 1-3 months.
2. Check and clean vents and registers to ensure proper airflow.
3. Inspect ductwork for leaks or blockages and seal as needed.
4. Clean the outdoor condenser unit by removing debris and washing fins.
5. Check thermostat settings and recalibrate if necessary.
6. Test system performance by running it through a full cycle.
7. Inspect and clean blower motor and fan blades.
8. Verify refrigerant levels and check for leaks.
9. Examine electrical connections and tighten loose components.
10. Schedule professional HVAC servicing at least once a year.
11. Ensure proper insulation around ducts and windows.
12. Keep the area around outdoor units clear of plants and obstructions.
13. Monitor energy bills for sudden spikes, which may indicate issues.
14. Check for unusual noises or smells during operation.
15. Replace batteries in your thermostat annually.