

# HVAC Maintenance Checklist

## Heating System

### Furnace Inspection

- ☐ Check for gas leaks around the furnace.
- ☐ Inspect the furnace filter for dirt and replace if necessary.
- ☐ Verify that the thermostat is working correctly.
- ☐ Inspect the ignition system and test the flame sensor.
- ☐ Check the burners for any signs of corrosion or damage.
- ☐ Inspect the heat exchanger for cracks or leaks.
- ☐ Clean the furnace blower and check for proper operation.
- ☐ Check the furnace exhaust pipe for blockages or leaks.



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## Heat Pump Inspection

- ☐ Inspect the coil for ice buildup and clean if necessary.
- ☐ Check the refrigerant level and verify the absence of leaks.
- ☐ Test the reversing valve to ensure it switches modes smoothly.
- ☐ Inspect the electrical connections for wear or damage.
- ☐ Verify the defrost cycle is operating properly.
- ☐ Inspect the heat pump for noise, unusual vibration, or system failure.

## Boiler Inspection

- ☐ Check the pressure and temperature settings.
- ☐ Inspect the expansion tank for proper functioning.
- ☐ Verify that the safety valve is working.
- ☐ Check the water level and ensure it's within the acceptable range.
- ☐ Clean the boiler components, including the burner and ignition system.
- ☐ Inspect the boiler piping for leaks and corrosion.



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# Cooling System

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## Central Air Conditioner Inspection

- ☐ Inspect the condenser coil for dirt or debris.
- ☐ Check the refrigerant level and refill if needed.
- ☐ Inspect the evaporator coil for dust buildup and clean it.
- ☐ Check the air filter and replace it if necessary.
- ☐ Test the thermostat for accuracy.
- ☐ Inspect the condenser fan for proper operation.
- ☐ Ensure the air handler is working correctly and clean the blower fan.



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## Heat Pump Inspection

- ☐ Inspect the refrigerant charge and ensure proper levels.
- ☐ Check the reversing valve operation.
- ☐ Clean the coils and check for ice buildup.
- ☐ Check the fan operation and inspect for any signs of wear or damage.
- ☐ Verify defrost cycle function.
- ☐ Inspect the electrical components and connections.

## Alternative Cooling Systems

- ☐ Inspect window air conditioners for dirt or blockage in filters.
- ☐ Check ductless mini-split systems for refrigerant leaks and cleanliness.
- ☐ Test portable cooling units for effective cooling.
- ☐ Check the air flow and ductwork connections.



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# Ventilation

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## Ductwork System

- ☐ Inspect the ductwork for leaks, holes, or corrosion.
- ☐ Check for proper insulation on the ducts.
- ☐ Ensure ducts are not clogged with dust, debris, or mold.
- ☐ Check for any disconnected or poorly sealed duct joints.
- ☐ Ensure that vents are open and clear of obstruction.

## Air Distribution and Blower Components

- ☐ Check the blower motor for proper operation.
- ☐ Inspect the blower fan for wear or damage.
- ☐ Verify the air distribution system is balanced and effective.
- ☐ Check for proper air pressure within the system.



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## Ventilation and Indoor Air Quality Systems

- ☐ Inspect the ventilation system for proper airflow and function.
- ☐ Test air purifiers or filtration systems to ensure proper operation.
- ☐ Check for clean air filters in the ventilation system.
- ☐ Inspect humidity control systems (e.g., humidifiers, dehumidifiers).

## Exhaust and Fresh Air Intake

- ☐ Inspect exhaust fans for proper operation
- ☐ Ensure that the fresh air intake is not blocked or obstructed.
- ☐ Test the airflow of exhaust vents to ensure they are functioning correctly.
- ☐ Inspect kitchen and bathroom exhaust systems for proper ventilation.



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# Thermostat and Control Systems

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- ☐ Check the thermostat for accurate temperature reading.
- ☐ Verify the thermostat is correctly wired and calibrated.
- ☐ Test for consistent system response when changing settings.
- ☐ Ensure Wi-Fi or programmable features are functioning correctly (if applicable).
- ☐ Check for compatibility with heating and cooling systems.

## Electrical Components

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- ☐ Inspect all wiring for signs of wear, corrosion, or overheating.
- ☐ Verify electrical connections are secure and tight.
- ☐ Check fuses and circuit breakers for function.
- ☐ Inspect the control board for any faults or damage.
- ☐ Test for proper operation of the contactors and relays.



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## External HVAC Components

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- ☐ Inspect the outdoor unit for debris or obstructions.
- ☐ Check the condenser unit for proper airflow.
- ☐ Inspect outdoor piping for leaks or insulation damage.
- ☐ Check for any visible damage to the unit's housing.

## Insulation and Sealing

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- ☐ Inspect insulation around pipes, ducts, and the HVAC system.
- ☐ Check for gaps or cracks in the insulation material.
- ☐ Ensure seals around windows and doors are intact to prevent air leaks.
- ☐ Inspect attic insulation for efficiency.
- ☐ Check for proper sealing around the system's vents.



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# Safety Inspection Items

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- ☐ Inspect carbon monoxide detectors (if applicable).
- ☐ Verify gas lines are secure and free from leaks.
- ☐ Test the emergency shutoff switch.
- ☐ Ensure the HVAC system is grounded properly.
- ☐ Check for proper ventilation in rooms with HVAC equipment.
- ☐ Test safety switches for proper operation.

# System Performance Testing

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## Heating Performance

- ☐ Test the system's heating output by measuring air temperature at the registers.
- ☐ Verify system response time to temperature adjustments.
- ☐ Ensure even heat distribution across rooms.
- ☐ Test for energy efficiency.



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## Cooling Performance

- ☐ Test the system's cooling output by measuring air temperature at the registers.
- ☐ Check for adequate cooling in each room.
- ☐ Monitor the compressor and condenser for proper operation.
- ☐ Inspect airflow and ensure consistent cooling.

## Ventilation Performance

- ☐ Test airflow to ensure ventilation system is effective.
- ☐ Inspect air quality levels, checking for contaminants.
- ☐ Measure ventilation rate to ensure it's meeting the required standards.
- ☐ Test exhaust systems to ensure proper airflow and air quality.



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