

HVAC Maintenance Checklist

An HVAC maintenance checklist covering filters, coils, thermostat and professional service.

Air Filters

- ☐ Check the air filter monthly and replace it when dirty
Replace 1-inch filters at least every 90 days
- ☐ Match the filter size and MERV rating to your system
- ☐ Replace filters more often with pets, allergies or smoke
- ☐ Keep spare filters on hand so you never delay a change
- ☐ Write the install date on the filter frame to track changes

Outdoor Condenser Unit

- ☐ Clear leaves, grass and debris from around the unit
- ☐ Keep at least two feet of clearance on all sides
- ☐ Gently rinse the condenser fins with a hose
Turn off power at the disconnect before cleaning
- ☐ Straighten bent fins carefully with a fin comb
- ☐ Check that the unit sits level on its pad

Indoor Unit & Coils

- ☐ Vacuum dust from the blower compartment when power is off
- ☐ Check the evaporator coil for dirt and have a pro clean if needed
- ☐ Clear the condensate drain line and pan of clogs and slime
- ☐ Inspect the drain pan for standing water or rust
- ☐ Listen for unusual rattles, squeals or grinding noises

Thermostat & Controls

- ☐ Test heating and cooling modes for correct response
- ☐ Replace thermostat batteries once a year
- ☐ Program schedules to cut runtime when you're away or asleep
- ☐ Confirm the displayed temperature matches a separate thermometer
- ☐ Update settings each season for heating or cooling

Vents & Ductwork

- ☐ Keep supply and return vents clear of furniture and rugs
- ☐ Vacuum dust from registers and grilles
- ☐ Check accessible ducts for gaps, leaks or loose connections
- ☐ Seal small duct leaks with mastic or foil tape, not cloth duct tape
- ☐ Consider a professional duct inspection every few years

Professional Service

- ☐ Book a cooling tune-up in spring and a heating tune-up in fall
- ☐ Have the technician check refrigerant levels and pressures
- ☐ Ask them to inspect electrical connections and tighten as needed
- ☐ Have the heat exchanger inspected for cracks on gas furnaces
A cracked heat exchanger can leak carbon monoxide

☐ Keep service records to track repairs and warranty coverage