

HVAC Preventative Maintenance Checklist

Location	
Building	
ID #	
Completed By	
Date	

Monthly Tasks	Done
Check and replace air filters if dirty	
Inspect the thermostat for accuracy and proper operation	
Inspect the indoor unit for any visible signs of damage or leaks	
Clear any obstructions blocking the airflow around the indoor unit	

Seasonal Tasks	Done
Spring	
Clean the outdoor condenser unit, removing debris and vegetation	
Inspect the condensate drain line and clear any clogs	
Check electrical connections and tighten if necessary	
Lubricate moving parts as recommended by the manufacturer	
Test the system's performance and measure refrigerant levels	
Summer	
Monitor the system's performance and listen for any unusual sounds	
Check refrigerant levels and adjust if needed	
Inspect and clean the outdoor condenser coils	
Verify the accuracy of the thermostat settings	
Fall	
Inspect and clean the combustion chamber (for gas furnaces)	
Check and clean the burner assembly and ignition system (for gas furnaces)	
Examine the heat exchanger for cracks or corrosion (for gas furnaces)	
Test the ignition system and safety controls (for gas furnaces)	
Inspect and clean the blower assembly	
Winter	
Inspect the heat exchanger for any signs of damage (for gas furnaces)	
Check the flue system for proper ventilation (for gas furnaces)	
Lubricate the blower motor if necessary	
Inspect and clean the air ducts, removing any dust or debris	
Monitor the system for efficient heating	

Hvac Service Checklist Form

Lauren Gardner

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

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Table of Contents Hvac Service Checklist Form

1. Understanding the eBook Hvac Service Checklist Form
 - The Rise of Digital Reading Hvac Service Checklist Form
 - Advantages of eBooks Over Traditional Books
2. Identifying Hvac Service Checklist Form
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hvac Service Checklist Form
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hvac Service Checklist Form
 - Personalized Recommendations
 - Hvac Service Checklist Form User Reviews and Ratings
 - Hvac Service Checklist Form and Bestseller Lists
5. Accessing Hvac Service Checklist Form Free and Paid eBooks
 - Hvac Service Checklist Form Public Domain eBooks
 - Hvac Service Checklist Form eBook Subscription Services
 - Hvac Service Checklist Form Budget-Friendly Options
6. Navigating Hvac Service Checklist Form eBook Formats

- ePub, PDF, MOBI, and More
- Hvac Service Checklist Form Compatibility with Devices
- Hvac Service Checklist Form Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hvac Service Checklist Form
 - Highlighting and Note-Taking Hvac Service Checklist Form
 - Interactive Elements Hvac Service Checklist Form
- 8. Staying Engaged with Hvac Service Checklist Form
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hvac Service Checklist Form
- 9. Balancing eBooks and Physical Books Hvac Service Checklist Form
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hvac Service Checklist Form
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Hvac Service Checklist Form
 - Setting Reading Goals Hvac Service Checklist Form
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hvac Service Checklist Form
 - Fact-Checking eBook Content of Hvac Service Checklist Form
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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