

HVAC MAINTENANCE CHECKLIST



Create a Maintenance Schedule



Follow Prescribed Lock Out/Tag Out Procedure



Use Proper PPE



Perform a Visual Inspection



Note all System Information



Replace Air Filters



Check Condition of Belts and Pulleys



Clean Condenser and Evaporator Coils



Clean and Check Drainage Lines



Check Electrical Connections



Check Operation of Thermostats and Other Controls



Check for Adequate Air Flow