| Fall & Winter Commercial HVAC Maintenance Checklist |
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| **INSPECTION DATE:** |  | **TECHNICIAN:** |  |
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|  ▢ | Clean or replace filters. |
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|  ▢ | Inspect burner assembly. |
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|  ▢ | Check heat exchanger and other heating elements. |
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|  ▢ | Check for carbon monoxide or gas leaks in heating elements. |
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|  ▢ | Inspect electrical connections for frays or damage. |
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|  ▢ | Lubricate motor bearings and all moving parts. |
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|  ▢ | Inspect belts for damage or fraying. |
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|  ▢ | Check drains for blockages. |
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|  ▢ | Check gas pressure. |
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|  ▢ | Test thermostats. |
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|  ▢ | Test and check heat pump. |
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|  ▢ | Check ductwork and vents. |
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|  ▢ | Clean and check flue system. |
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|  ▢ | Check flue system’s attachment to the furnace. |
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| **COMMENTS:** |
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