| Spring & Summer Commercial HVAC Maintenance Checklist |
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| **INSPECTION DATE:** |  | **TECHNICIAN:** |  |
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| ▢ | Check humidity levels. |
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| ▢ | Clean condenser and evaporator coils. |
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| ▢ | Check for signs of gas leaks. |
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| ▢ | Check drain lines for clogs. |
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| ▢ | Clean any standing water out of the drain pan. |
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| ▢ | Replace worn pulleys and belts. |
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| ▢ | Change batteries. |
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| ▢ | Clean or replace air filters. |
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| ▢ | Clean or replace fan blades. |
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| ▢ | Check thermostat settings and functionality. |
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| ▢ | Ensure proper airflow throughout. |
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| ▢ | Check refrigerant for leaks. |
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| ▢ | Check electrical connections. |
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| ▢ | Lubricate motor bearings and all moving parts. |
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| ▢ | Clear any debris or dust on or around the unit. |
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| ▢ | Check the unit cabinet for damage and ensure secure closure. |
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| **COMMENTS:** | | | |
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