| Spring & Summer Commercial HVAC Maintenance Checklist |
| --- |

| **INSPECTION DATE:** |  | **TECHNICIAN:** |  |
| --- | --- | --- | --- |

|  ▢ | Check humidity levels. |
| --- | --- |

|  ▢ | Clean condenser and evaporator coils. |
| --- | --- |

|  ▢ | Check for signs of gas leaks. |
| --- | --- |

|  ▢ | Check drain lines for clogs. |
| --- | --- |

|  ▢ | Clean any standing water out of the drain pan. |
| --- | --- |

|  ▢ | Replace worn pulleys and belts. |
| --- | --- |

|  ▢ | Change batteries. |
| --- | --- |

|  ▢ | Clean or replace air filters. |
| --- | --- |

|  ▢ | Clean or replace fan blades. |
| --- | --- |

|  ▢ | Check thermostat settings and functionality. |
| --- | --- |

|  ▢ | Ensure proper airflow throughout. |
| --- | --- |

|  ▢ | Check refrigerant for leaks. |
| --- | --- |

|  ▢ | Check electrical connections. |
| --- | --- |

|  ▢ | Lubricate motor bearings and all moving parts. |
| --- | --- |

|  ▢ | Clear any debris or dust on or around the unit. |
| --- | --- |

|  ▢ | Check the unit cabinet for damage and ensure secure closure. |
| --- | --- |

| **COMMENTS:** |
| --- |
|  |