HVAC Year-Round Maintenance Checklist

From QuestionsAboutHVAC.com

SPRING MAINTENANCE (March - May)

Monthly Tasks:

☐ Change HVAC filters (every 1-3 months depending on usage)

☐ Check thermostat settings and battery levels

☐ Inspect vents and registers for blockages

☐ Clean around outdoor unit (remove debris, leaves, grass clippings)

☐ Check condensate drain for proper drainage

Seasonal Deep Tasks:

☐ Schedule professional tune-up before cooling season

☐ Test cooling system on first warm day

☐ Inspect ductwork for leaks or damage

☐ Clean evaporator coils (professional recommended)

☐ Check refrigerant levels (professional task)

☐ Calibrate thermostat if needed

☐ Replace thermostat batteries if applicable

SUMMER MAINTENANCE (June - August)

Monthly Tasks:

☐ Inspect condensate drain for clogs

☐ Check refrigerant lines for ice buildup

☐ Clean outdoor coils with garden hose (power off first)

☐ Monitor energy bills for unusual increases

☐ Keep outdoor unit clear of vegetation (2-3 feet clearance)

High-Usage Season Tasks:

☐ Change filters more frequently (monthly during peak use)

☐ Check system performance regularly

☐ Monitor indoor humidity levels (30-50% ideal)

☐ Ensure proper airflow throughout home

☐ Clean supply and return vents monthly

FALL MAINTENANCE (September - November)

Monthly Tasks:

☐ Switch from cooling to heating mode

☐ Test heating system before cold weather

☐ Change air filters before heating season

☐ Check and clean vents and registers

☐ Inspect outdoor unit for summer damage

Seasonal Preparation Tasks:

☐ Schedule professional heating system inspection

☐ Clean and inspect heat exchanger (professional task)

☐ Test carbon monoxide detectors

☐ Check gas connections (professional recommended)

☐ Inspect flue and chimney for blockages

☐ Weatherstrip doors and windows

☐ Program thermostat for heating season

WINTER MAINTENANCE (December - February)

Monthly Tasks:

☐ Change air filters (more frequently during heavy use)

☐ Check heating system performance

☐ Keep outdoor unit clear of snow and ice

☐ Monitor indoor air quality

☐ Check for drafts around windows and doors

Cold Weather Tasks:

☐ Protect outdoor unit from ice damage

☐ Ensure proper ventilation isn't blocked by snow

☐ Monitor heating bills for efficiency issues

☐ Check humidity levels (winter air can be dry)

☐ Inspect ductwork in unconditioned spaces

☐ Test emergency heat if applicable

YEAR-ROUND MONTHLY ESSENTIALS

Every Month:

☐ Visual inspection of entire system

☐ Listen for unusual noises

☐ Check thermostat operation

☐ Monitor energy usage

☐ Keep area around indoor/outdoor units clean

Every 3 Months:

☐ Deep clean vents and registers

☐ Check ductwork connections

☐ Inspect insulation around ducts

☐ Test all system modes (heat, cool, fan)

PROFESSIONAL SERVICE SCHEDULE

Twice Yearly:

☐ Spring tune-up (before cooling season)

☐ Fall tune-up (before heating season)

Annual Tasks:

☐ Complete system inspection

☐ Refrigerant level check

☐ Electrical connection inspection

☐ Combustion analysis (gas systems)

☐ Safety control testing

WARNING SIGNS - CALL PROFESSIONAL IMMEDIATELY

☐ Strange odors (gas, burning, musty)

☐ Unusual noises (grinding, squealing, banging)

☐ Poor airflow throughout home

☐ Frequent cycling on/off

☐ High energy bills without explanation

☐ Uneven temperatures between rooms

☐ System won't start or stops frequently

FILTER REPLACEMENT GUIDE

Standard 1-inch filters: Every 1-3 months

Pleated filters: Every 3-6 months

High-efficiency filters: Every 6-12 months

During peak seasons: Monthly replacement recommended

ENERGY EFFICIENCY TIPS

☐ Seal air leaks around windows, doors, ducts

☐ Add insulation where needed

☐ Use programmable thermostat effectively

☐ Keep vents unblocked by furniture

☐ Close blinds/curtains during hot summer days

☐ Use ceiling fans to improve air circulation

RECORD KEEPING

Track your maintenance:

Filter change dates: _____

Professional service dates: _____

Any repairs needed: _____

Energy bill trends: _____

SEASONAL REMINDERS

SPRING (March-May)

- Focus on preparing for cooling season
- Professional tune-up essential
- Test systems before peak demand

SUMMER (June-August)

- Peak usage season requires monthly attention
- Monitor performance closely
- Keep outdoor units clear

FALL (September-November)

- Transition to heating preparation
- Schedule heating system inspection
- Weatherize home for winter

WINTER (December-February)

- Protect equipment from weather
- Monitor heating efficiency
- Maintain proper humidity levels

This comprehensive checklist is provided by QuestionsAboutHVAC.com - Your trusted source for HVAC education and maintenance guidance.

Print this checklist and keep it handy for year-round HVAC maintenance success!

For more detailed HVAC maintenance guides and troubleshooting tips, visit: https://questionsabouthvac.com

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