



## CHECKLISTS TO KEEP YOU ORGANIZED

# HVAC Inspection Checklists

Using an HVAC inspection checklist for every maintenance job helps you care for your customers' systems consistently and thoroughly. We designed four different checklists to help you complete excellent maintenance work—and they're all rolled into one handy PDF.

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### 1. AC maintenance checklist

- Clean air filters as needed
- Change air filters monthly or twice a year
- Check air registers and ducts for cleanliness
- Check blower speed
- Inspect the blower assembly
- Correct refrigerant charge
- Check for refrigerant leaks
- Ensure that superheat and subcooling are correct
- Inspect and clean the condenser coil
- Inspect and clean the evaporator coil
- Check and clean the outdoor condensing unit
- Inspect the drain line
- Check the condensate drain pan for damage
- Check for loose electrical connections
- Verify that all the equipment has the correct voltage
- Inspect the suction and discharge pressure
- Lubricate motors and inspect belts for wear and tightness
- Ensure the control panel works properly
- Verify thermostat sensors are working properly
- Take note of any necessary AC repair work

### 2. Heat pump maintenance checklist

- Check the exterior for snow or ice buildup (winter/spring)
- Remove leaves and other debris from around the heat pump (fall)
- Clean dirty outdoor coils
- Ensure the pump stays elevated from the ground and away from leaky gutters
- Check for and repair air duct leakage

### 3. Furnace maintenance checklist

- Clean or replace air filters (more frequently for homes with pets)
- Clear out dust, debris, or insects from surrounding area
- Check and clean air registers and ductwork
- Inspect all electrical wiring and controls
- Inspect and clean blowers
- Inspect the thermostat for proper operation
- Inspect heat exchangers
- Inspect belts and pulleys for tightness and wear
- Adjust and tighten unit panels
- Check and adjust manifold pressure
- Clean the ignitor, burners, burner manifold, and flame sensor
- Flush drains and taps to check for water leaks and drain line clogs
- Check for gas leak signs and symptoms
- Check and adjust the air and fuel mixture
- Inspect the venting and combustion air
- Check the flame rectification system
- Inspect heat exchanger and carbon monoxide detector
- Test and measure carbon monoxide levels
- Check flue pipe for proper airflow and fit
- Check the correct voltage for furnace equipment
- Check thermostat programming and operation
- Cycle the equipment to ensure that it is working

### 4. Tankless water heater inspection checklist

- Clean out sediment, dust, and oil from the water filter
- Check for water leaks surrounding the system
- Remove and clean dirt traps
- Inspect and clean the burner
- Inspect and clean the spark rod and flame sensor
- Inspect and clean the combustion chamber
- Check the hot water temperature
- Check flame visibility and performance
- Check if the relief valve is working properly
- Flush the hot water system with white distilled vinegar