

# HVAC MAINTENANCE CHECKLIST



Develop a Maintenance Schedule

Follow the Prescribed Lock Out/Tag Out Procedure and use proper PPE

Perform a Visual Inspection

Note all System Information

Replace Air Filters

Check Condition of Belts and Pulleys

Clean Condenser and Evaporator Coils

Clean and Check Drainage Lines

Check Electrical Connections

Check Operation of Thermostats and Other Controls

Check for Adequate Air Flow