



Store #: _____ Technician: _____

Date: _____

HVAC PREVENTATIVE MAINTENANCE CHECKLIST

| Condition | Good | Needs Attention | N/A | Notes |
|---|------|-----------------|-----|-------|
| Replace air filters. | | | | |
| Replace blower belts. | | | | |
| Clean outdoor coils. (Spring) | | | | |
| Clean evaporator coils. (Spring) | | | | |
| Check system components operation. | | | | |
| Clean and flush condensate drains (Spring). | | | | |
| Check fan motor operation. | | | | |
| Clean up trash/debri inside and around units. | | | | |
| Check gas fired heat mode. (Fall) | | | | |
| Inspect gas exchangers. (Fall) | | | | |
| Check heat pump reversing valve operation. (Fall) | | | | |
| Inspect electrical wiring and components. | | | | |
| Check thermostat settings (replace batteries). | | | | |

Recommendations / Notes:

ANY ISSUES OR PROBLEMS FOUND ON PREVENTATIVE MAINTENANCE PLEASE BRING TO STORE LEADER'S ATTENTION AND ADD NOTES INTO SERVICE CHANNEL.