



HVAC QUARTERLY PM CHECKLIST

Store #: _____ Date: _____ Technician: _____

PM Task	Good	Requires Attention
Replace HVAC Air Filters.		
Replace HVAC blower motor belts		
Clean outdoor condenser coils.		
Clean indoor evaporator coils (as needed)		
Check electrical wiring and components.		
Flush condensate drain lines.		
Check fan motor bearings and operation.		
Check temperature splits.		
Perform electronic leak detection.		
Check thermostat operation (replace batteries if applicable.)		
Remove and clean any debris inside or around unit.		