

HVAC MAINTENANCE SCHEDULE

System ID: _____ | Location: _____

Year: 20____

DONE	MAINTENANCE TASK	FREQUENCY	ASSIGNED TO
Air Handling & Filtration			
	Inspect and replace air filters	Quarterly	Internal
	Clean blower assembly and housing	Bi-Annually	Technician
Heating & Cooling Components			
	Inspect evaporator and condenser coils	Annually	Technician
	Check refrigerant levels and leak test	Annually	Technician
	Inspect heat exchanger for cracks	Annually (Fall)	Technician
Drainage & Electrical			
	Flush condensate drain lines and pans	Bi-Annually	Internal
	Tighten electrical connections / Check voltage	Annually	Technician
	Calibrate thermostat settings	Bi-Annually	Internal

Notes / Service History: