

HVAC Inspection Checklist for Homeowners

Want to save money on your heating and cooling? Looking to extend the life of your HVAC unit? Inspect and service your HVAC system each year. Use this handy, money-saving checklist to get it done easily.

✓ Fall/Winter Maintenance

Get ready for the colder months by servicing your heating system. Your HVAC contractor will inspect and remedy the following:

- Check and replace filters
- Examine ductwork and vents
- Inspect belts and pulleys
- Test thermostats and controls
- Check electrical connections
- Check heat pump
- Examine ignition burner assembly
- Inspect heating elements or heat exchanger
- Look for gas leaks and check gas pressure (for gas furnaces)
- Lubricate internal moving parts
- Examine fan and blower systems
- Check heat pump

✓ Spring/ Summer Maintenance

In the spring or summer, have your HVAC company provide the following inspections and services to prepare your air conditioning unit:

- Clean or replace filters
- Check for debris around outside unit
- Clean condenser and evaporator coils
- Check refrigerant levels and look for leaks
- Check drain lines for proper flow and clear any noticeable clogs
- Inspect ducts for debris, mold, and dust
- Test thermostats and controls
- Check electrical system and connections
- Check fan motor, blowers, and blades for proper airflow
- Lubricate motors, bearings, and moving parts