

HVAC Maintenance Schedule Checklist

Basic Information

Property/Location:

HVAC Unit ID:

Date:

Technician:

Maintenance Tasks

Task	Completed	Notes
Replace or clean air filters		
Inspect thermostat settings		
Check electrical connections		
Inspect condensate drain		
Lubricate moving parts		
Check system controls		
Inspect blower components		
Clean evaporator and condenser coils		
Check refrigerant level		
Inspect ductwork for leaks		

Comments / Recommendations