

# HVAC Maintenance Checklist Template

 Show only Checklist

Display Style  
Default 

## Safety & Initial Inspection


Verify safety protocols, lock out/tag out procedures, and perform a visual inspection of the unit.

### Date of Inspection

Enter date...

### Time of Inspection

Enter time...

Hi there, need help? 



## Equipment Location

 Set My Current Location



## Lockout/Tagout Procedure Verified?

- Yes
- No
- N/A

## Weather Conditions

Write something...

Hi there, need help?

### Inspector's Name

Write something...

### PPE Usage Confirmed?

Yes

No

## Filter Inspection & Replacement

Check and replace air filters as needed. Document filter size and type.

### Filter Inspection Date

Enter date...

### MERV Rating (if known)

Enter a number...

### Filter Condition

Clean

Slightly Dirty

Dirty

Very Dirty

Hi there, need help?

### Filter Replacement Required?

Yes

No

### Filter Size (e.g., 16x25x1)

Write something...

### Filter Part Number (if applicable)

Write something...

### Filter Photo (Optional)

 Upload File

## Coil Cleaning

Inspect and clean condenser and evaporator coils. Note any signs of fouling or damage.

### Description of Coil Condition (Prior to Cleaning)

Write something...

Hi there, need help?

### Coil Type

- Aluminum
- Copper
- Stainless Steel
- Other

### Coil Temperature (Prior to Cleaning) - °F

Enter a number...

### Cleaning Method Used (e.g., Chemical, Water Blast)

Write something...

### Cleaning Solution Concentration (%)

Enter a number...

### Description of Coil Condition (After Cleaning)

Write something...

### Coil Temperature (After Cleaning) - °F

Enter a number...

Hi there, need help?

# Refrigerant Level & Pressure

Check refrigerant levels and pressures. Document readings and address any leaks or discrepancies.

## Suction Pressure (Low Side)

## Liquid Line Pressure (High Side)

## Superheat (degrees F)

## Subcooling (degrees F)

Hi there, need help?

### Refrigerant Type

- R-22
- R-410A
- R-134a
- R-32
- Other

### Leak Detection Notes (if applicable)

Write something...

### Recharge Required?

- Yes
- No

### Refrigerant Added (oz)

Enter a number...

## Electrical Component Inspection

Inspect wiring, capacitors, motors, and other electrical components. Check for signs of wear or damage.

### Voltage (V)

Enter a number...

Hi there, need help?

### Amperage (A)

Enter a number...

### Capacitor Status

- Good
- Bulged
- Leaking
- Failed

### Wiring Condition

- Good
- Frayed
- Exposed
- Damaged

### Notes on Electrical Components

Write something...

### Electrical Component Photos (Optional)

 Upload File

Hi there, need help?

# Blower Motor & Fan Inspection

Inspect blower motor bearings, fan blades, and airflow. Lubricate as needed.

## Blower Motor RPM

Enter a number...

## Motor Bearing Temperature (°F)

Enter a number...

## Bearing Condition

- Good
- Fair
- Poor
- Requires Replacement

## Fan Blade Condition Notes

Write something...

Hi there, need help?

### Lubrication Required?

Yes

No

### Lubrication Details (if applicable)

Write something...

### Amperage Draw

Enter a number...

## Drain Line Inspection & Cleaning

Inspect condensate drain lines and clean as necessary. Ensure proper drainage.

### Describe Current Condition of Drain Line

Write something...

Hi there, need help?

### Signs of Blockage Found?

- Algae/Slime
- Debris (leaves, dust)
- Mineral Deposits
- No Signs of Blockage

### Drain Line Slope (inches per foot)

Enter a number...

### Cleaning Method Used

Write something...

### Amount of Debris Removed (gallons)

Enter a number...

### Date of Last Drain Line Cleaning

Enter date...

Hi there, need help?

# Thermostat Calibration & Functionality

Verify thermostat accuracy and functionality. Calibrate as needed.

## Current Thermostat Setting

## Actual Room Temperature (measured)

## Temperature Difference (Actual - Set)

## Thermostat Mode (Heat/Cool/Auto/Off)

- Heat
- Cool
- Auto
- Off

## Calibration Adjustment Needed?

- Yes
- No

Hi there, need help?

### Calibration Adjustment Details (if applicable)

Write something...

### Last Calibration Date

Enter date...

## Overall Performance & Notes

Assess overall system performance. Document any unusual noises, smells, or performance issues. Record any corrective actions taken.

### Supply Air Temperature (°F)

Enter a number...

### Return Air Temperature (°F)

Enter a number...

### Differential Temperature (°F)

Enter a number...

Hi there, need help?

### System Noise Observations

Write something...

### Unusual Smells Detected?

Write something...

### Overall System Performance

- Excellent
- Good
- Fair
- Poor

### Corrective Actions Taken

Write something...

### Next Scheduled Maintenance Date

Enter date...

Hi there, need help?