

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...



Equipment Location

 Set My Current Location



Lockout/Tagout Procedure Verified?

- Yes
- No
- N/A

Weather Conditions

Write something...

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

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...

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...

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)

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...

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

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...

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...

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...

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

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...

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...