

# HVAC MAINTENANCE CHECKLIST

## for Each Basic Unit

The HVAC system consists of three basic units: the indoor and outdoor units of the air conditioner, as well as the furnace. Each needs to receive regular maintenance, but not necessarily all at the same time. A unit should receive maintenance just prior to, and in preparation for, the season in which it is going to see the most use. Therefore, the indoor and outdoor air conditioning units should receive maintenance in spring, which the furnace should be maintained in the fall.



## MAINTENANCE CHECKLIST



**AIR CONDITIONER  
OUTDOOR UNIT**

Maintenance of the air conditioner's outdoor unit is less complex than the indoor unit but still includes multiple steps:

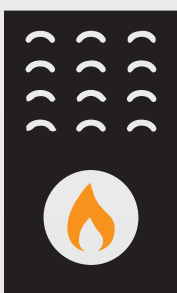
- Check refrigerant level; refill if necessary.
- Check motor and fan for regular wear and tear; provide proper lubrication
- Inspect small parts, such as joints and wires, to ensure that none are missing
- Clean and inspect blower assembly
- Clean the unit's coil
- Remove leaves, dirt, and other debris from the outdoor unit
- Inspect duct system and compressor; replace any damaged components



**AIR CONDITIONER  
INDOOR UNIT**

Some of these tasks may overlap with furnace maintenance:

- While the system is operating, monitor for any odors or unusual noises
- Check for leaks in the ductwork
- Check the wet and dry bulb temperatures indoors and out
- Clean or replace air filter
- While in cooling mode, check and inspect the condensate drain



**FURNACE UNIT**

Although some of these tasks may overlap with the air conditioner indoor unit, it is important to perform a separate maintenance check on the furnace in the fall to be sure it is ready for winter:

- For uninterrupted function, adjust and clean the burner assembly
- Check for gas leaks
- Lubricate all moving parts
- Tighten all electrical connections as well as oil or gas connections
- Check gas pressure, heat exchanger, and burner combustion
- Check the starting cycle to see that the system starts up and shuts off properly
- Check thermostat settings and all other controls.

To find out how you can learn more about making HVAC maintenance into a career, contact Florida-Academy at 1-800-324-9543.