

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:

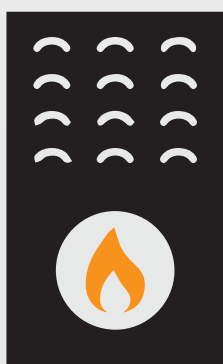
- Check refrigerant level; refill if necessary.
- Check motor and fan for regular wear and tear; provide proper lubrication
- Inspect small parts, such as joints and wires, to ensure that none are missing
- Clean and inspect blower assembly
- Clean the unit's coil
- Remove leaves, dirt, and other debris from the outdoor unit
- Inspect duct system and compressor; replace any damaged components
- Turn off power and apply coil cleaner.
- Connect wet vac to condensate line, run for 10 - 15 minutes.
- Check electrical components and connections.
- Check and record capacitor readings, compare to manufacturer ratings.
- Rinse coil and remove any debris.
- Inspect duct work for leaks.
- After cleaning indoor coil and filter, turn on unit, run for 15 minutes.
- Check and record system's "vital signs": pressures, temperatures, subcooling and superheat.
- Check and record compressor and fan motor running amps. Compare to rating plate.
- Record make, model and serial number.



**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
- Clean or change filter, clean coil, rinse, flush drain line and add algae tablets to drain pan.
- Check electrical components for dust and dirt, clean if needed, check connections.
- Turn system on, confirm water safety switch is functional, run for 15 minutes.
- Check and record temperature difference and static pressure.
- Check and record blower motor running amps, compare to rating plate.
- Gas Furnace: Check and record gas pressure, adjust if needed.
- Check and record combustion efficiency and carbon monoxide test.
- Check and record temperature rise, adjust blower speed if necessary.
- Test all safety devices are functional.
- Record make, model and serial number.



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.