

HVAC MAINTENANCE CHECKLIST

Mark each check OK, Repair, or N/A, record readings, and sign off.

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SERVICE DATE

TECHNICIAN

CUSTOMER / SITE

SERVICE ADDRESS

REFRIGERANT TYPE

OUTDOOR UNIT MAKE / MODEL / SERIAL

INDOOR UNIT MAKE / MODEL / SERIAL

VISIT TYPE

☐ Spring cooling check ☐ Fall heating check ☐ Annual PM ☐ Service call

SYSTEM TYPE

☐ Split system ☐ Heat pump ☐ Packaged / RTU ☐ Mini-split ☐ Other

THERMOSTAT AND CONTROLS

#	Check	OK	Repair	N/A	Notes
1	Thermostat operation and settings	☐	☐	☐	
2	Starts, runs, and shuts off properly	☐	☐	☐	
3	Safety controls and limit switches	☐	☐	☐	

ELECTRICAL

#	Check	OK	Repair	N/A	Notes
1	Electrical connections tightened	☐	☐	☐	
2	Contactor condition	☐	☐	☐	
3	Capacitors tested	☐	☐	☐	

SUPPLY VOLTAGE (V)

COMPRESSOR AMPS (A)

BLOWER MOTOR AMPS (A)

COOLING

#	Check	OK	Repair	N/A	Notes
1	Condenser coil cleaned	☐	☐	☐	
2	Evaporator coil inspected	☐	☐	☐	
3	Refrigerant charge checked	☐	☐	☐	
4	Refrigerant lines and insulation	☐	☐	☐	

SUCTION PRESSURE (PSIG)

LIQUID PRESSURE (PSIG)

SUPERHEAT (°F)

SUBCOOLING (°F)

TEMPERATURE SPLIT (°F)

HEATING

#	Check	OK	Repair	N/A	Notes
1	Gas connections and pressure	☐	☐	☐	
2	Burner and flame	☐	☐	☐	
3	Heat exchanger inspected	☐	☐	☐	
4	Ignitor and flame sensor	☐	☐	☐	
5	Flue and venting	☐	☐	☐	
6	Heat pump defrost cycle	☐	☐	☐	

CO READING (PPM)

AIRFLOW AND FILTERS

#	Check	OK	Repair	N/A	Notes
1	Air filter replaced or cleaned	☐	☐	☐	
2	Blower wheel and motor cleaned	☐	☐	☐	
3	Belts and pulleys	☐	☐	☐	
4	Moving parts lubricated	☐	☐	☐	
5	Ductwork and registers	☐	☐	☐	

DRAINAGE

#	Check	OK	Repair	N/A	Notes
1	Condensate drain line cleared	☐	☐	☐	
2	Drain pan and float switch	☐	☐	☐	

FINDINGS AND RECOMMENDATIONS

SYSTEM STATUS

☐ Operating normally ☐ Repair recommended ☐ Not operating

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE
