

# HVAC Maintenance Checklist

## Ways to Maintain Your System and Ensure its Longevity

- ✓ Change your air filter regularly – a dirty filter can restrict airflow and cause your system to work harder than necessary.
- ✓ Keep outdoor units clear and condenser coils clean – debris, leaves and other materials can clog the system and decrease efficiency.
- ✓ Inspect ductwork for leaks – this can cause air loss and can increase your energy bills.
- ✓ Check thermostat batteries – a dead battery can cause your HVAC system to malfunction.
- ✓ Schedule routine professional maintenance services on
  - Lubricating moving parts
  - Testing safety controls
  - Inspecting electrical connections
  - Checking refrigerant levels

