

HVAC MAINTENANCE

DIY HVAC MAINTENANCE CHECKLIST

**SIMPLE 16 POINT DIY HVAC
MAINTENANCE CHECKLIST FOR A
MORE COMFORTABLE HOME**



203 HVAC
Heating Air Conditioning
& More

Why Regular HVAC Maintenance Matters

Your HVAC system works hard year-round to keep your home comfortable. Regular maintenance ensures that it operates efficiently, lasts longer, and avoids costly repairs. With this easy-to-follow checklist, you can tackle basic maintenance tasks yourself and know when to call a professional."

Monthly Maintenance

Check and Replace Air Filters:

- Inspect your HVAC filter for dust and debris.
- Replace filters every 1-3 months or as recommended.
- Use high-efficiency filters to improve air quality.

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Inspect Air Vents and Registers:

- Ensure vents are not blocked by furniture or curtains.
- Clean dust and debris from vent covers with a vacuum or damp cloth.

Check the Thermostat:

- Test your thermostat to ensure it's functioning properly.
- Replace batteries if needed.

Look for Unusual Noises:

- Listen for grinding, rattling, or whistling sounds while the system runs.
- Note any unusual smells or performance issues.

Seasonal Maintenance

Spring/Summer Tasks:

Clean the Outdoor Condenser Unit:

- Remove leaves, dirt, and debris from the surrounding area.
- Use a hose to gently wash off dust and buildup on the fins.

Inspect Refrigerant Lines:

- Check insulation around refrigerant lines.
- Replace any damaged or missing insulation.

Adjust Thermostat Settings:

- Set your thermostat to a higher temperature when you're away to save energy.
- Consider installing a smart thermostat for remote control and efficiency.

Test Air Conditioning Performance:

- Run the system to ensure it's cooling properly before peak summer.
- Check airflow from vents and note any inconsistencies.

Seasonal Maintenance

Fall/Winter Tasks:

Prepare the Furnace for Winter:

- Inspect the heat exchanger for cracks or wear.
- Clean the burners and ignition system (or schedule a professional tune-up).

Replace Humidifier Pads:

- If your system includes a humidifier, replace the pads to ensure proper humidity levels.

Seal Doors and Windows:

- Inspect weatherstripping and caulking around doors and windows to prevent drafts.

Adjust Thermostat for Heating:

- Set the thermostat to a comfortable temperature and program energy-saving schedules.

Annual Maintenance

Schedule a Professional Inspection:

- Have a licensed technician inspect your system, check refrigerant levels, and perform a full tune-up.

Clean Ductwork:

- Consider professional duct cleaning if you notice excessive dust or a drop in air quality.

Check and Clean Drain Lines:

- Flush the condensate drain line with a mixture of water and vinegar to prevent clogs and mold.

Inspect System Safety Features:

- Test carbon monoxide detectors and replace batteries.
- Check for gas leaks or unusual odors near the furnace.

Bonus: Energy-Saving Tips

- Install a smart thermostat to automate energy savings.
- Use ceiling fans to distribute warm or cool air more efficiently.
- Close curtains and blinds during extreme temperatures to reduce system strain.
- Seal gaps and cracks around windows, doors, and ductwork.
- Replace outdated HVAC systems with energy-efficient models.

When To Call A Professional

While many tasks can be handled by homeowners, some require the expertise of a licensed HVAC technician. Call a professional if you notice:

- Unusual noises or odors from your system.
- Significant drops in performance or airflow.
- Your energy bills suddenly spike.
- The system cycles on and off frequently.

16 Point DIY HVAC Checklist

- INSPECT OR REPLACE HVAC FILTER - MONTHLY
- INSPECT VENTS & REGISTERS FOR BLOCAKGES - MONTHLY
- TEST THERMOSTAT - REPLACE BATTERIES (IF APPLICABLE) - MONTHLY
- KEEP AN EAR OUT FOR UNUSAL NOISES - MONTHLY
- CLEAN OUTDOOR CONDENSER - SEASONALLY
- INSPECT REFIGERANT LINES - SEASONALLY
- ADJUST THERMOSTAT SETTINGS - SESAONALLY
- TEST AIR CONDITIONING PERFORMANCE
- PREPARE FURNACE FOR WINTER - SEASONALLY
- REPLACE HUMIDIFYER PADS - SEASONALLY
- SEAL DOORS & WINDOES - SEASONALLY
- ADJUST THERMOSTA FOR HEATING - SEASONALLY (WINTER)
- SCHEDULE A PROFESSIONAL INSPECTION - ANNUALLY
- CLEAN DUCTWORK - ANNUALLY
- CHECK & CLEAN DRAIN LINES - ANNAUALLY
- INSPECT SAFETY FEATURES - ANNUALLY

