

SUMMER HVAC CHECKLIST



- ☐ **Replace or clean air filters**
Inspect filters regularly and replace them as needed to maintain airflow and system efficiency.
- ☐ **Clear debris around outdoor units**
Remove leaves, grass, trash, and vegetation that may restrict airflow around condensers.
- ☐ **Inspect and clean coils**
Check evaporator and condenser coils for dirt and buildup that can reduce cooling performance.
- ☐ **Check condensate drains and pans**
Confirm drain lines are clear and inspect for standing water, leaks, or moisture damage.
- ☐ **Review thermostat schedules**
Adjust settings based on building occupancy and reduce unnecessary cooling during unoccupied hours.
- ☐ **Inspect outside air intakes**
Make sure dampers and economizers are operating correctly and not introducing excessive hot or humid air.
- ☐ **Check ductwork and vents**
Look for visible leaks, damaged sections, disconnected ductwork, or blocked supply and return vents.
- ☐ **Inspect electrical connections**
Check wiring and connections for looseness, corrosion, overheating, or visible damage.
- ☐ **Inspect fans and moving components**
Check fan blades, motors, bearings, and belts for wear, buildup, unusual noise, or vibration.
- ☐ **Document issues and follow-up needs**
Record completed maintenance, recurring concerns, recommended repairs, and equipment that may need replacement.