

HVAC CHECKLIST



DATE: _____

No	ACTIVITIES	<input checked="" type="checkbox"/>
MONTHLY		
1	Check/change the air filters	
2	Wipe down air vents and return grills	
3	Check the thermostat	
QUARTERLY		
4	Gently hose down the condenser coil	
5	Rinse the drain line access with a 1:1 water/vinegar mix	
6	Examine electrical connections	
7	Inspect the ductwork	
ANNUALLY		
8	Schedule a tune up	
9	Examine the outdoor HVAC unit	

HDAIR
Hurley & David

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