

HVAC Maintenance Checklist: Indoor Air Handler and Outdoor Condenser

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System and service date

SERVICE DATE

PROPERTY ADDRESS

INDOOR UNIT LOCATION

SYSTEM TYPE

HEAT SOURCE

INDOOR BRAND AND MODEL

OUTDOOR BRAND AND MODEL

FILTER SIZE

LAST FILTER CHANGE

LAST PROFESSIONAL SERVICE

COOLING SETPOINT (??F)

HEATING SETPOINT (??F)

SERVICED BY

Indoor filter and registers

Item	Done	Skip	N/A	Notes
Filter inspected, cleaned, or replaced	☐	☐	☐	
Replacement matches size and type, door closed	☐	☐	☐	
Airflow arrow toward the blower	☐	☐	☐	
Supply and return registers unobstructed	☐	☐	☐	
Indoor cabinet area kept clear	☐	☐	☐	

Indoor coil, condensate, and blower

Item	Done	Skip	N/A	Notes
Indoor evaporator coil inspected or cleaned	☐	☐	☐	
Primary drain pan clear, no standing water	☐	☐	☐	
Primary condensate drain checked or flushed	☐	☐	☐	
Auxiliary drain, secondary pan, or overflow switch	☐	☐	☐	
Blower wheel, housing, and motor inspected	☐	☐	☐	
Access panels and filter door in place	☐	☐	☐	
No unexplained water at the indoor unit	☐	☐	☐	

Outdoor condenser coil and clearances

Item	Done	Skip	N/A	Notes
Vegetation and objects kept off the outdoor unit	☐	☐	☐	_____
Leaves, grass, pollen, and papers removed	☐	☐	☐	_____
Outdoor coil rinsed or scheduled for a pro clean	☐	☐	☐	_____
Fins visually straight, not crushed	☐	☐	☐	_____
Outdoor disconnect accessible and on	☐	☐	☐	_____
Line-set insulation intact on the suction line	☐	☐	☐	_____
Unit reasonably level, not buried, snow below louvers	☐	☐	☐	_____
Sprinklers not soaking the outdoor cabinet	☐	☐	☐	_____

Thermostat and system response

Item	Done	Skip	N/A	Notes
Mode and setpoints match the season	☐	☐	☐	_____
Thermostat batteries replaced if it uses them	☐	☐	☐	_____
System starts, runs, and shuts off on a call	☐	☐	☐	_____
Programmable or smart schedule reviewed	☐	☐	☐	_____

Gas furnace combustion and vent (if gas)

Item	Done	Skip	N/A	Notes
Combustibles kept away from the furnace	☐	☐	☐	_____
Combustion-air openings unobstructed	☐	☐	☐	_____
Vent, flue, chimney, or PVC exhaust checked	☐	☐	☐	_____
Burner flame looked at (steady, not sooting)	☐	☐	☐	_____
Heat exchanger inspected by a licensed technician	☐	☐	☐	_____
Manual gas shutoff at the furnace identified	☐	☐	☐	_____
Condensing-furnace condensate drain clear	☐	☐	☐	_____
Carbon monoxide alarm present and tested	☐	☐	☐	_____

Heat pump defrost and reversing (if installed)

Item	Done	Skip	N/A	Notes
Heating and cooling modes both respond	☐	☐	☐	_____
Defrost cycle observed or tested	☐	☐	☐	_____
No solid ice left after a completed defrost	☐	☐	☐	_____

Auxiliary or emergency heat checked

☐☐☐

Snow and ice kept off the outdoor coil in heating season

☐☐☐

Service log and sign-off

SERVICE NOTES

PARTS REPLACED

FILTER ACTION

NEXT FILTER CHECK DUE

NEXT PROFESSIONAL SERVICE DUE

SERVICE RESULT

SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.