

Preventive Maintenance Checklist ✓

Template for HVAC Systems (Facilities Management)

Frequency	Maintenance Task	Completed	Comments
DAILY	Check and record the temperature and humidity levels in different zones	<input type="checkbox"/>	
	Monitor and listen for any unusual noises or vibrations coming from the HVAC system	<input type="checkbox"/>	
	Check and record the performance of supply and return air fans	<input type="checkbox"/>	
	Inspect for any signs of water leaks around the HVAC equipment	<input type="checkbox"/>	
	Verify proper functioning of thermostat settings and controls	<input type="checkbox"/>	
	Monitor and record any unusual odors or smells in the air	<input type="checkbox"/>	
WEEKLY	Inspect and clean accessible air filters as needed	<input type="checkbox"/>	
	Check and clean supply and return air grilles or diffusers	<input type="checkbox"/>	
	Verify that all vents and registers are open and unobstructed	<input type="checkbox"/>	
	Check the status of HVAC system control panels and alarms	<input type="checkbox"/>	
	Verify that the condensate drain lines are draining properly	<input type="checkbox"/>	
	Test and verify the operation of safety controls and switches	<input type="checkbox"/>	
MONTHLY	Inspect and clean or replace air filters	<input type="checkbox"/>	
	Check and clean supply and return air grilles or diffusers	<input type="checkbox"/>	
	Inspect and clean condensate pans and drains	<input type="checkbox"/>	
	Verify proper functioning Of thermostat settings and controls	<input type="checkbox"/>	
	Lubricate rnotors and bearings as recommended by frie manufacturer	<input type="checkbox"/>	
	Inspect and clean fan blades and housing	<input type="checkbox"/>	
QUATERLY	Inspect and clean the evaporator and condenser coils	<input type="checkbox"/>	
	Test and calibrate thermostats for accuracy	<input type="checkbox"/>	
	Inspect and tighten electrical cortnections	<input type="checkbox"/>	
	Check and clean condenser and evaporator fan motors	<input type="checkbox"/>	
	Inspect and dean outdoor air intakes and louvers	<input type="checkbox"/>	
	Test and verify the operation of safety controls and switches	<input type="checkbox"/>	
SEMI-ANNUAL	Perform a inspection Of ductwork for leaks or damage	<input type="checkbox"/>	
	Clean and calibrate dampers and valves	<input type="checkbox"/>	
	Inspect and adjust belt tension, if applicable	<input type="checkbox"/>	
	Check refrigerant levels and inspect for leaks	<input type="checkbox"/>	
	Verify proper operatjon Of control valves and actuators	<input type="checkbox"/>	
	Test and verify the operation of all safety controls	<input type="checkbox"/>	
ANNUAL	Schedule a professional HVAC system inspection and tune-up	<input type="checkbox"/>	
	Clean and inspect combustion chambers, burners, and heat exchangers	<input type="checkbox"/>	
	Verify and adjust refrigerant charge as necessary	<input type="checkbox"/>	
	Inspect and clean economizer systems, if applicable	<input type="checkbox"/>	
	Test and calibrate contre sensors and transmitters	<input type="checkbox"/>	
	Conduct airflow measurements and adjust dampers if needed	<input type="checkbox"/>	
ONGOING	Monitor HVAC system performance and energy consumption	<input type="checkbox"/>	
	Keep a record of maintenance activities and inspections	<input type="checkbox"/>	
	Train facility staff on basic HVAC maintenance	<input type="checkbox"/>	
	Respond promptly to occupant complaints or HVAC system issues	<input type="checkbox"/>	
	Stay up to date with manufacturer's recommendations and guidelines	<input type="checkbox"/>	