

COMMERCIAL HVAC MAINTENANCE CHECKLIST

Company Name:	
Technician Name:	
Date:	
Customer Name:	
Address:	
Phone:	

Task Description	Completed	Notes
Inspect and replace air filters	<input type="checkbox"/>	
Check and clean condenser coils	<input type="checkbox"/>	
Inspect evaporator coils and clean if necessary	<input type="checkbox"/>	
Check refrigerant levels and recharge if needed	<input type="checkbox"/>	
Inspect refrigerant lines for leaks	<input type="checkbox"/>	
Clean and inspect blower assembly	<input type="checkbox"/>	
Lubricate moving parts (motors, bearings, etc.)	<input type="checkbox"/>	
Inspect and tighten electrical connections	<input type="checkbox"/>	
Test thermostat calibration and operation	<input type="checkbox"/>	
Inspect and test safety controls	<input type="checkbox"/>	
Inspect belts and pulleys for wear and alignment	<input type="checkbox"/>	
Clean and inspect drain lines and pans	<input type="checkbox"/>	
Test system startup and shutdown operation	<input type="checkbox"/>	
Check and verify system operating pressures	<input type="checkbox"/>	
Measure voltage and amperage on motors	<input type="checkbox"/>	
Inspect ductwork for leaks and insulation integrity	<input type="checkbox"/>	
Check outside air dampers and economizer operation	<input type="checkbox"/>	
Replace or calibrate sensors as required	<input type="checkbox"/>	
Review building management system (BMS) controls	<input type="checkbox"/>	
Provide service report and recommendations	<input type="checkbox"/>	

COMMERCIAL HVAC MAINTENANCE CHECKLIST

Inspection Summary

- ☐ No Issues Found – System is operating normally
- ☐ Minor Maintenance Required – Non-urgent repairs recommended
- ☐ Urgent Repairs Needed – Safety or operational concerns present

Notes & Recommendations:

Customer Signature: _____

Technician Signature: _____