

AIR CONDITIONING MAINTENANCE CHECK LIST

by **AC Designs Inc.**

How To Keep Your HVAC System Working Like New

CHECKLIST – OUTDOOR UNIT

- Check and clean the condenser unit of leaves and debris
- Check for proper refrigerant levels, adjust as required
- Check the coil as well as the cabinet for dust and debris
- Check the drain pan if there is anything obstructing the flow
- Check the fan and motor for signs of wear and tear
- Check compressor tubing and wires for damage

CHECKLIST – INDOOR UNIT

- Check the blower housing for debris and clean as necessary
- Check evaporator coil for proper drainage, clean as required
- Check fan motor and belt, lubricate (older models) motor and replace belt if required
- Check the ignition system and safety controls, clean and adjust as required
- Check ductwork, make sure there are no leaks
- Check air filter, clean or replace if required
- Check control box – wiring and connections



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