

HVAC Equipment Maintenance Checklist for Commercial Buildings

Regular **HVAC equipment maintenance** is essential for commercial buildings to ensure optimal performance and energy efficiency. This checklist includes inspecting filters, cleaning coils, checking refrigerant levels, and verifying thermostat functions. Proper maintenance helps prevent costly breakdowns and extends the system's lifespan.

Maintenance Checklist

- Inspect and replace air filters
- Clean evaporator and condenser coils
- Check and calibrate thermostat settings
- Inspect ductwork for leaks or blockages
- Check refrigerant levels and recharge if necessary
- Inspect electrical connections and tighten as needed
- Lubricate moving parts (motors, fans, bearings)
- Clean and inspect blower assembly
- Check drain lines and pans for blockages or leaks
- Inspect belts and pulleys for wear and adjust tension
- Test system controls for proper operation
- Review and document all maintenance performed

Notes

- Schedule routine maintenance at least twice a year (spring and fall)
- Keep maintenance records for warranty and compliance purposes
- Address minor issues promptly to avoid costly repairs