

# AC Maintenance Checklist

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## Air Filter

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- Change air filter every 1-2 months

## Evaporator & Condenser Coils

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- Inspect coils for damage and leaks
- Clean coils (if needed)
- Repair damaged fins (if needed)

## Drain Line & Drain Pan

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- Inspect drain line and drain pan for build-up
- Remove clogs for proper drainage

## Blower & Condenser Fans

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- Check that fan wheel spins freely
- Inspect and replace fan belt (if needed)
- Oil fan motor (if needed)

## Electrical & Controls

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- Inspect for loose wires and rusty terminals
- Clean/dust out electrical enclosure area

## Thermostat

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- Test thermostat fan speeds (if applicable)
- Test & calibrate thermostat temperature
- Adjust thermostat schedule (if applicable)

## Ductwork

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- Clean dust from air registers/vents
- Inspect ductwork for mold & mildew
- Inspect ductwork for air leaks

