

Older-Home HVAC Checklist

1. What type of heating system do I have?

2. How old is it?

3. Where is the boiler/furnace?

4. Where are the shutoffs?

5. What does the thermostat control?

6. When was it last serviced?

7. Do I have any previous service records?

Monthly Tasks

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Check and replace air filter

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Clear leaves and dirt from outdoor unit

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Check that air vents and registers stay open

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Look for water leaks near the indoor unit

Seasonal Tasks

Spring: Test your air conditioner and clean the condensate drain line

Summer: Monitor indoor humidity and keep the outdoor unit clear of tall grass

Fall: Test your furnace or heater and clear dead leaves around equipment

Winter: Watch for ice on lines and keep snow away from the outdoor unit

Once a Year change the batteries in your thermostat!

Professional Maintenance

Spring: Schedule a cooling tune-up

Fall: Schedule a heating tune-up

Anytime: Have a technician check refrigerant levels and electrical connections