



Fall & Winter HVAC Checklist

Prepare your heating system for cold weather. Complete these tasks to stay warm, safe, and energy-efficient.

↑ Fall Preparation Tasks

- ☐ Schedule professional fall furnace tune-up
- ☐ Replace or clean air filter
- ☐ Test heating system before cold weather arrives
- ☐ Check and replace thermostat batteries
- ☐ Inspect furnace flame (should be steady blue)
- ☐ Clean around furnace/boiler (3ft clearance)
- ☐ Seal air leaks around windows and doors
- ☐ Inspect and clean chimney/flue (if applicable)
- ☐ Reverse ceiling fan direction (clockwise)
- ☐ Cover outdoor AC unit for winter
- ☐ Bleed radiators (if you have hot water heat)

* Winter Maintenance Tasks

- ☐ Check air filter monthly (replace as needed)
- ☐ Test carbon monoxide detectors monthly
- ☐ Keep all vents and registers unblocked
- ☐ Monitor for cold spots or uneven heating
- ☐ Check weather stripping on exterior doors
- ☐ Inspect attic insulation
- ☐ Keep furnace area clear of storage/clutter
- ☐ Monitor energy bills for unusual spikes
- ☐ Listen for unusual furnace noises
- ☐ Check pilot light or ignitor operation

⚠ When to Call a Pro

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| <input checked="" type="checkbox"/> Furnace not producing heat | <input checked="" type="checkbox"/> Yellow or flickering furnace flame | <input checked="" type="checkbox"/> Strange smells (gas, burning, musty) |
| <input checked="" type="checkbox"/> Carbon monoxide detector alarm | <input checked="" type="checkbox"/> Frequent cycling on/off | <input checked="" type="checkbox"/> Unusually high energy bills |

Notes
