



Annual HVAC Maintenance Calendar

Keep your system running efficiently year-round. Check off each task as you complete it.

January WINTER <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Test thermostat accuracy<input type="checkbox"/> Check CO detectors !<input type="checkbox"/> Clear vents & registers	February WINTER <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Inspect furnace flame color<input type="checkbox"/> Listen for unusual noises<input type="checkbox"/> Check thermostat batteries	March SPRING <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Schedule spring tune-up PRO<input type="checkbox"/> Inspect ductwork for leaks<input type="checkbox"/> Clean around indoor unit	April SPRING <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Clean outdoor AC unit !<input type="checkbox"/> Clear debris around condenser<input type="checkbox"/> Test AC before hot weather
May SPRING <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Clean condensate drain line<input type="checkbox"/> Check refrigerant lines<input type="checkbox"/> Verify even cooling	June SUMMER <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Check thermostat programming<input type="checkbox"/> Inspect window seals<input type="checkbox"/> Clean supply registers	July SUMMER <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Rinse outdoor unit coils<input type="checkbox"/> Check condensate drain pan<input type="checkbox"/> Monitor energy bills	August SUMMER <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Check AC for ice buildup<input type="checkbox"/> Clean return air grilles<input type="checkbox"/> Verify system cycles properly
September FALL <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Schedule fall tune-up PRO<input type="checkbox"/> Test heating mode<input type="checkbox"/> Inspect flue/exhaust vent	October FALL <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Seal air leaks around home<input type="checkbox"/> Reverse ceiling fan direction<input type="checkbox"/> Cover outdoor AC unit	November FALL <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Test CO & smoke detectors !<input type="checkbox"/> Check insulation<input type="checkbox"/> Clear furnace area	December WINTER <ul style="list-style-type: none"><input type="checkbox"/> Check/replace air filter !<input type="checkbox"/> Replace thermostat batteries<input type="checkbox"/> Inspect heat exchanger area<input type="checkbox"/> Check pilot light/ignitor

Filter Replacement Schedule

1" Fiberglass: Replace every 30 days

1" Pleated: Replace every 60-90 days

2" Pleated: Replace every 3-4 months

4" Pleated: Replace every 6-12 months

HEPA Filters: Replace per manufacturer specs

Check more often if you have pets, allergies, or during heavy use.

Notes
