



## 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

- |  |  |  |
|--|--|--|
| <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

---