



Annual HVAC Maintenance Calendar

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

January	WINTER	February	WINTER	March	SPRING	April	SPRING
<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		<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		<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		<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	June	SUMMER	July	SUMMER	August	SUMMER
<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		<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		<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		<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	October	FALL	November	FALL	December	WINTER
<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		<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		<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		<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