

# HVAC MAINTENANCE CHECKLIST FOR BUILDING MANAGERS



*WE DON'T JUST RESPOND TO HVAC PROBELMS. WE SOLVE THEM.*

**Stay ahead of breakdowns. Avoid costly downtime. Keep tenants comfortable.**

This seasonal HVAC checklist is designed for building and facility managers responsible for maintaining commercial heating and cooling systems.

**EMERGENCY SERVICE:  
CALL 815-255-2500**

COMPLETED	SPRING/SUMMER PREP (Cooling Season)
	Replace or clean air filters
	Inspect refrigerant lines for damage or leaks
	Test thermostat function and recalibrate if needed
	Check all belts and pulleys for wear
	Clean condenser coils
	Check and tighten electrical connections
	Clear debris from rooftop or outdoor units
	Inspect and test condensate drains and pans
	Verify blower operation and adjust airflow if necessary
	Check economizer (if applicable)

COMPLETED	FALL/WINTER PREP (Heating Season)
	Replace or clean air filters
	Inspect and test all heat exchangers
	Clean burner assembly
	Check flue system for safe venting
	Test ignition system and gas pressure
	Inspect belts, motors, and bearings
	Inspect insulation on ductwork and piping
	Test thermostat heat settings
	Verify carbon monoxide detection in equipment rooms
	Check auxiliary heat operation (for heat pumps)

COMPLETED	MONTHLY TASKS (All Year)
	Log HVAC system pressures and temperatures
	Verify temperature setpoints are seasonally adjusted
	Monitor and test indoor air quality if applicable
	Check filter condition (especially in high-use facilities)
	Listen for unusual sounds (rattling, hissing, humming)
	Visually inspect for oil spots, leaks, or corrosion
	Walk the rooftop for visible issues (wind damage, debris, nesting)

### SIGNS YOU'RE HEADING FOR A BREAKDOWN

- Hot/cold tenant complaints in specific zones
- Higher-than-normal energy bills
- Equipment short cycling or unusual noise
- Condensation where it shouldn't be
- Your service tech hasn't been around in months



**WANT US TO  
HANDLE ALL  
THIS FOR  
YOU?**

We offer customizable Preventive Maintenance Agreements that:

- Extend equipment life
- Reduce unplanned shutdowns
- Keep your energy costs in check
- Help you stay compliant and safe

Call 815-255-2500 or scan the QR to schedule a walk-through.



815-255-2500

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