



Air Conditioner Maintenance

The Ultimate Checklist

Air Conditioner Maintenance

Preventive Maintenance / AC Problem Signs

Company: _____

Worksite address: _____

Inspected by: _____

Date: _____ Time: _____

Routine Preventive Maintenance

NOTES

- Change air filters and clean ducts
- Inspect thermostat settings
- Lubricate all moving parts
- Clean evaporator and condenser coils
- Inspect electrical connections
- Test for refrigerant leaks

Signs Your AC Needs Maintenance

NOTES

- The AC system is blowing warm air
- The air conditioner thermostat isn't working
- The AC unit is causing unusual sounds or odors
- Leaking or moisture around the air conditioner
- The AC doesn't cool evenly between rooms
- The air conditioner frequently cycles on and off
- Higher energy bills when weather has not changed

Air Conditioner Maintenance

Seasonal Maintenance

Company: _____

Worksite address: _____

Inspected by: _____

Date: _____ Time: _____

Spring Maintenance Tasks

NOTES

- Clean the area around the outdoor unit
- Check evaporator and coils, clean if needed
- Perform monthly air filter change, if due

Fall Maintenance Tasks

NOTES

- Check outdoor unit condenser and coils
- Test heating unit to ensure it works properly
- Perform any necessary cleaning

Annual Checkup

NOTES

- Perform a comprehensive air conditioner inspection
- Test systems for overheating