

Annual HVAC Maintenance Timeline

There are a handful simple HVAC maintenance tasks that you can perform on your own to keep the system efficient and at peak performance. By knowing what tasks to do and when, you'll prolong the system's life, save energy and have the opportunity to catch minor problems before they become expensive headaches.



HVAC MAINTENANCE CHECKLIST

✓ Every Quarter

- **Change the air filters:** Replace the air filters in your HVAC equipment at least once every three months to promote proper airflow.
- **Thermostat:** As temperatures change, adjusting your thermostat will help prevent overloading your HVAC system and wasting energy. In the summer, set the thermostat to the “Cool” function. In the winter, set it to the “Warm” or “Heat” function.
- **Electrical connections:** Disconnected, loose or broken connections compromise a system's safety and efficiency.

✓ Fall and Winter

- **Professional heating system maintenance:** During the inspection, the professional will check the electrical connections and voltage, condensate drain, exhaust outlets, fuel lines, burners, heat exchangers and other components.
- **Carbon monoxide detector:** If you use natural gas or oil for your heating system, replace the batteries in your carbon monoxide detector.
- **Furnace:** Replace the humidifier wick and turn on the water supply in the fall.
- **Ice:** Dust off snow that accumulates on your outdoor HVAC equipment.

✓ Spring and Summer

- **Professional cooling system maintenance:** The professional will inspect the connections, voltage, lines, fins, pans, coils, refrigerant levels, blower system components and more.
- **Inspect the A/C refrigerant lines:** The line will feel cold or have condensation on it if refrigerant levels are sufficient. If the line does not have condensation on it or it does not feel cold to the touch, call a professional right away.
- **Furnace:** Turn off the water supply to the furnace when you stop using it in the spring.

✓ Throughout the Year

- **Landscaping:** Keep the area around the outside units clean and free of debris and tall grass. Trim back plants, trees and shrubs so they're about three feet away from the equipment.
- **Visual inspection:** Regularly inspect your HVAC system for issues that require a professional's attention, such as dirty evaporator or condenser coils, damaged fins, water leaks or frozen coils.

HVAC problems never happen at convenient times. Regular maintenance helps you avoid them while prolonging the system's life. Get in touch with AAA Heating & Cooling today to schedule a maintenance appointment.