

HVAC

SPRING CLEANING CHECK LIST

- REPLACE OR CLEAN HVAC FILTERS TO ENSURE PROPER AIRFLOW AND INDOOR AIR QUALITY.
- CLEAN SUPPLY AND RETURN AIR VENTS TO REMOVE DUST AND IMPROVE CIRCULATION.
- INSPECT DUCTWORK FOR LEAKS, DAMAGE, OR DISCONNECTED SECTIONS.
- VISUALLY INSPECT AIR DUCTS FOR DUST, DEBRIS, OR SIGNS OF MOLD OR PESTS.
- CLEAR DEBRIS FROM AROUND OUTDOOR UNITS TO MAINTAIN AIRFLOW AND EFFICIENCY.
- CLEAN EVAPORATOR AND CONDENSER COILS TO IMPROVE COOLING PERFORMANCE.
- CHECK THERMOSTAT SETTINGS AND REPLACE BATTERIES IF NEEDED.
- INSPECT AND CLEAN THE CONDENSATE DRAIN LINE TO PREVENT CLOGS AND WATER DAMAGE.
- EXAMINE REFRIGERANT LINES FOR INSULATION DAMAGE OR LEAKS.
- TEST SYSTEM STARTUP AND SHUTDOWN CYCLES TO CONFIRM SMOOTH OPERATION.
- INSPECT FAN BLADES AND MOTOR FOR WEAR AND PROPER ROTATION.
- CLEAN BLOWER ASSEMBLY AND LUBRICATE MOVING PARTS AS NEEDED.
- REVIEW OVERALL SYSTEM PERFORMANCE AND NOTE ANY IRREGULARITIES.
- UPDATE MAINTENANCE RECORDS AND SET REMINDERS FOR THE NEXT FILTER CHANGE.
- CALL GREEN DUCTORS AT 888-334-1612 TO SCHEDULE YOUR ANNUAL HVAC CLEANING AND TUNE-UP.

