

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.

