

HVAC CLEANING CHECKLIST

Complete Facility Maintenance Reference Guide

Facility Name: _____

Contact Person: _____ Year: _____

Part 1: Regular Maintenance by Frequency

Weekly Maintenance Tasks

Task	What to Do	Who	Tools/Products Needed	Done <input checked="" type="checkbox"/>	Date
Visual Inspection	Wipe visible dust from ceiling diffusers & grilles	Facility Staff	Microfiber cloth or vacuum		
Filter Check (High-Traffic Areas)	Inspect filters in high-occupancy spaces	Facility Staff	Flashlight, ladder		
Outdoor Unit Clearance	Ensure 2-3 ft clearance around outdoor condensers	Facility Staff	None		

Monthly Maintenance Tasks

Task	What to Do	Who	Tools/Products Needed	Done <input checked="" type="checkbox"/>	Date
Air Filter Replacement (Standard)	Replace 1-2" filters in moderate-traffic areas	Facility Staff	MERV 8-13 filters, ladder, gloves		
Supply & Return Vent Cleaning	Vacuum or wipe all accessible vents/grilles	Facility Staff	HEPA vacuum, microfiber cloths, mild cleaner		
Condensate Drain Line Check	Pour 1 cup distilled vinegar or hot water through drain	Facility Staff	Distilled vinegar, funnel		
Thermostat Accuracy Check	Compare thermostat reading to independent thermometer	Facility Staff	Digital thermometer		
Unusual Noise/Odor Check	Document any new sounds, smells, or performance issues	Facility Staff	Work order system		

Semi-Annual Maintenance Tasks (Every 6 Months)

Task	What to Do	Who	Tools/Products Needed	Done <input checked="" type="checkbox"/>	Date
Evaporator Coil Cleaning	Spray coils with no-rinse coil cleaner; let drain	HVAC Tech or Trained Staff	No-rinse coil cleaner, PPE, flashlight		
Condenser Coil Cleaning	Spray outdoor coils; rinse gently if needed	HVAC Tech or Trained Staff	Coil cleaner, garden hose (low pressure)		
Condensate Pan Deep Clean	Remove standing water; scrub pan with mild cleaner	HVAC Tech or Trained Staff	Pan tablets, mild detergent, gloves		
Blower Assembly Cleaning	Vacuum dust from blower wheel and housing	HVAC Technician	HEPA vacuum, soft brush		
Belt & Pulley Inspection	Check for wear, cracks, or misalignment	HVAC Technician	Tension gauge, replacement belts		
Thermostat Calibration	Verify settings and recalibrate if needed	HVAC Technician	Calibration tools		

Annual Maintenance Tasks

Task	What to Do	Who	Tools/Products Needed	Done <input checked="" type="checkbox"/>	Date
Professional HVAC Inspection	Full system inspection by licensed technician	Licensed HVAC Contractor	Per contractor spec		
Refrigerant Level Check	Test and adjust refrigerant as needed	Licensed HVAC Technician	Refrigerant, gauges, EPA certification		
Heat Exchanger Inspection	Check for cracks or carbon buildup	Licensed HVAC Technician	Inspection camera, combustion analyzer		
Ductwork Inspection (Visible)	Check accessible ducts for leaks, gaps, damage	HVAC Tech or Facility Staff	Flashlight, mastic sealant, foil tape		
Motor & Bearing Lubrication	Lubricate motors per manufacturer specs	HVAC Technician	Manufacturer-approved lubricant		
Control System Testing	Test all automated controls, dampers, sensors	HVAC Technician	Multimeter, diagnostic tools		

Every 3-5 Years (Or As Needed)

Task	What to Do	Who	Tools/Products Needed	Done <input checked="" type="checkbox"/>	Date
Professional Duct Cleaning	Full ductwork cleaning by certified NADCA contractor	Certified NADCA Contractor	Industrial vacuum, rotary brushes, inspection cameras		
Full System Efficiency Audit	Comprehensive energy assessment	Energy Auditor or HVAC Specialist	Blower door test, thermal imaging, combustion analysis		

Part 2: Seasonal Maintenance Tasks

Spring (March–May)

- ☐ Deep-clean evaporator coils before cooling season
- ☐ Replace air filters with fresh MERV 8–13 filters
- ☐ Inspect and clean condensate drain lines
- ☐ Check refrigerant levels (maintenance team)
- ☐ Clean the outdoor condenser unit and clear debris
- ☐ Test the cooling system before the heat arrives

Summer (June–August)

- ☐ Monitor filters monthly during peak cooling - replace as needed
- ☐ Check condensate pans weekly for standing water
- ☐ Ensure adequate airflow around outdoor units
- ☐ Inspect visible ductwork for leaks or damage
- ☐ Clean supply and return vents/grilles
- ☐ Watch for unusual noises or reduced cooling performance

Fall (September–November)

- ☐ Deep-clean condenser coils before heating season
- ☐ Replace filters before the heating system kicks in
- ☐ Inspect heat exchangers for cracks (maintenance team)
- ☐ Test the heating system before cold weather
- ☐ Clean burner assemblies if applicable (maintenance team)
- ☐ Schedule a professional ductwork inspection if not done in 3–5 years

Winter (December–February)

- ☐ Replace filters monthly during peak heating
- ☐ Monitor for ice buildup on outdoor heat pump units
- ☐ Check for proper airflow from all vents
- ☐ Inspect furnace flame - should be steady blue (maintenance team)
- ☐ Keep outdoor units clear of snow and ice
- ☐ Address any cold spots or uneven heating immediately

Use both Part 1 (frequency-based) and Part 2 (seasonal) checklists together for complete HVAC maintenance. Seasonal tasks supplement—not replace—your regular maintenance schedule.

Notes & Observations

Use this space to record issues, unusual findings, or maintenance needs:

Part 3: Cleaning Frequency Guide with Recommended Products

Here's a practical HVAC cleaning checklist and HVAC maintenance checklist that facility managers can follow.

Component	Recommended Frequency	Responsible Team	How to Clean + Recommended Products
Ceiling Diffusers & Grilles	Wipe visible dust weekly; deep clean monthly	Custodial / Janitorial	<ol style="list-style-type: none"> 1. Vacuum with a soft brush attachment or dust with an <u>extendable duster</u> to remove loose dust. 2. Wipe with diluted neutral pH <u>Zogics All-Surface Neutral Cleaner</u> using a <u>microfiber cloth</u>. For quick touch-ups, <u>Zogics Hand & Surface Sanitizing Wipes</u> also work well. 3. For greasy areas, use <u>Zogics Peroxide Powered Cleaner Degreaser</u> (light dilution). 4. Rinse with clean water and dry to prevent dust from sticking.
Air Return Vents	Monthly	Custodial	<ol style="list-style-type: none"> 1. <u>Vacuum</u> first using a soft brush attachment to remove dust, lint, and debris. 2. Wipe with diluted neutral pH <u>Misco Hi-Con Neutral Disinfectant & Detergent</u> using a <u>microfiber cloth</u>. For fast, routine touch-ups, <u>Zogics Biodegradable Disinfectant Wipes</u> are a safe, effective option. 3. For stuck-on grime, use <u>Misco E01 Peroxide Powered Cleaner Degreaser</u> (light dilution). 4. Rinse with clean water and dry to prevent new dust from sticking.
Filters	Every 1–3 months (or per manufacturer / occupancy level)	Maintenance	MERV 8–13 pleated filters (consider MERV 7–13 for shared spaces); properly dispose of used filters
Evaporator / Condenser Coils	Twice per year (spring & fall), or as needed based on inspection	HVAC Maintenance Team / Contractor	<p>Evaporator Coils (Indoor)</p> <ol style="list-style-type: none"> 1. Power off. 2. Vacuum lightly. 3. Use non-acid, no-rinse coil cleaner (or <u>Bioesque Botanical Disinfectant Solution</u>, or any mild biodegradable detergent if diluted). 4. Rinse if needed; let dry. <p>Condenser Coils (Outdoor)</p> <ol style="list-style-type: none"> 1. Power off. 2. Rinse with low-pressure water. 3. Use foaming alkaline coil cleaner (or diluted <u>Misco E07 All Surface Neutral Cleaner</u> for light soil). 4. Rinse thoroughly.
Drain Pans / Condensate Trays	Twice per year	HVAC Maintenance Team / Contractor	<ol style="list-style-type: none"> 1. Turn off the power. 2. Remove standing water. 3. Clean the pan with a mild detergent or <u>Zogics All-Surface Neutral Cleaner</u>. For light surface wipe-downs—not full cleaning—<u>Zogics Hand & Surface Sanitizing Wipes</u> can be used as a finishing step. 4. Rinse thoroughly and dry. 5. Add condensate pan tablets or an enzymatic cleaner to prevent algae and mold.
Supply Ductwork (if serviced)	Visual inspection annually; deep clean every 3–5 years (or as needed)	Certified HVAC / Duct Contractor	<ol style="list-style-type: none"> 6. Use a HEPA-filtered vacuum system; avoid chemical sealants unless recommended by the <u>EPA duct cleaning guidance</u>.

*This checklist is provided as a general guide for maintaining and cleaning facility HVAC. The Cleaning Station assumes no responsibility or liability for any damages, injuries, or misuse of products resulting from the use of this checklist. It is the responsibility of the user to follow all manufacturer instructions, safety guidelines, and industry best practices when using cleaning products and equipment. Always test products on a small, inconspicuous area before full application.