

Sample HVAC System Preventative Maintenance Schedule

Date:

Fan:

Task	Yes	No	Follow up	Comment
Inspect and clean exhaust grills to prevent blockage and airflow retardation				
Visually inspect filter housing for gaps and proper filter seal				
Clear outside air intake				
Return/exhaust dampers move freely				
Filters checked for proper installation/spacers				
Pressure check/set points				
Steam/CW lines have no leaks				
Return/Exhaust belts are tight				
Check fan bearings/sheaves are lubricated				
Humidifier controls in working order (note PSI)				
Fan lights are in working order				
Fan cleanliness				