

# HVAC System Maintenance Interval Chart

## Factory Equipment Schedule

Component	Task	Interval
Air Filters	Inspect & Replace	Monthly
Belts & Pulleys	Inspect & Adjust	Quarterly
Coils (Evaporator & Condenser)	Clean	Semi-Annually
Ducts	Inspect for Leaks/Blockages	Annually
Drain Lines & Pans	Clean & Flush	Quarterly
Electrical Connections	Tighten & Inspect	Semi-Annually
Fans & Blowers	Inspect & Clean	Quarterly
Thermostats & Controls	Test & Calibrate	Annually
Refrigerant Levels	Check & Top-Up	Semi-Annually
Motor Bearings	Lubricate	Annually