AIR FORCE ONE®
OPTIMAL BUILDING PERFORMANCE®

SPRING MAINTENANCE CHECKLIST

Tasks to consider for commercial HVAC systems.



Water Treatment & BAS

- ☐ Ensure all water systems and water-using devices are clean & safe to use
- ☐ Inspect equipment for operational issues
- ☐ Inspect and clean aerators with scale buildup
- ☐ Confirm disinfectant levels are within normal control limits
- ☐ Add additional capability to monitor, operate and service HVAC systems remotely
- ☐ Review occupancy levels and update building automation system schedules as needed
- ☐ Program automation systems to maximize outside air while maintaining safe operating temperatures for heating and cooling coils
- ☐ Disable demand-control ventilation (DCV) controls that reduce outside air based on temperature or occupancy

HVAC - Air Quality & Filtration

- ☐ Inspect and replace filters on air handling equipment, ensure appropriate fit and minimal filter bypass
- ☐ Check condition of belts and pulleys, replace as needed
- ☐ Clean condenser and evaporator coils
- ☐ Check refrigerant charge and inspect for leaks if charge is low
- ☐ Clear drain lines and pans
- ☐ Check operation of fan and blower motor, adjust if needed
- ☐ Lubricate motors, bearings, and other moving parts
- ☐ Check operation of, and calibrate, thermostats and other controls
- ☐ Develop plans to maintain desired comfort standards for temperature and humidity throughout the day
- ☐ Check for adequate air flow
- ☐ Clean indoor HVAC system components as needed
- ☐ Research all available funding options including PACE

Relax, we ensure your cooling equipment works when it's needed most!

The return of spring means that it's time to perform seasonal maintenance on your commercial HVAC system.

This is a general task list to use as a reference. It is important to remember that maintenance should be customized to your needs. Depending on the age and condition of your equipment, location, usage, size and type of equipment, more tasks or different ones may be needed.

Our goal is to help educate our customers about their facility's mechanical systems. We work as your partner to create customized preventative heating and cooling plans tailored to the unique needs of your business.

AIR FORCE ONE®

GET YOUR SYSTEM READY FOR SPRING, CONTACT CSTEPP@AIRFORCEONE.COM | (614) 889-0121

*This list is not all inclusive. Please consult with a knowledgeable HVAC professional such as Air