

## AC Maintenance Checklist

1. **Check and Replace Air Filters:**
  - Inspect filters monthly.
  - Replace or clean filters every 1-3 months, or as needed, to ensure optimal airflow and efficiency.
2. **Clean the Coils:**
  - Clean the evaporator and condenser coils annually.
  - Dirty coils can reduce efficiency and lead to overheating.
3. **Inspect and Clean the Condensate Drain:**
  - Check the condensate drain line for clogs.
  - Clean the drain line and ensure it's clear to prevent water damage and mold growth.
4. **Examine the Refrigerant Levels:**
  - Check refrigerant levels to ensure they are within the manufacturer's specifications.
  - Low refrigerant levels can indicate leaks and affect cooling performance.
5. **Inspect and Clean the Blower Fan:**
  - Check the blower fan for dust and debris.
  - Clean the fan blades and ensure they are in good working condition for proper airflow.
6. **Check Thermostat Settings:**
  - Ensure the thermostat is set to the desired temperature.
  - Test the thermostat for accuracy and adjust settings if necessary.
7. **Inspect Ductwork for Leaks:**
  - Examine ductwork for any signs of leaks or damage.
  - Seal any leaks to prevent loss of cooled air and improve efficiency.
8. **Examine Electrical Components:**
  - Inspect wiring and electrical connections for signs of wear or damage.
  - Ensure all connections are secure and functioning properly.
9. **Lubricate Moving Parts:**
  - Apply lubrication to the motor and other moving parts as recommended by the manufacturer.
  - Proper lubrication reduces friction and extends the lifespan of components.
10. **Check the Capacitors and Contactors:**
  - Inspect capacitors and contactors for signs of wear or damage.
  - Replace any faulty components to ensure reliable operation.
11. **Verify Proper Insulation:**
  - Check insulation on refrigerant lines to ensure it is intact.
  - Proper insulation helps maintain energy efficiency and system performance.
12. **Inspect the Outdoor Unit:**
  - Remove any debris, leaves, or obstructions around the outdoor condenser unit.
  - Ensure the unit has proper clearance for efficient airflow.
13. **Test the System:**
  - Run the AC system to check for any unusual noises or operational issues.
  - Ensure the system cools effectively and maintains the set temperature.
14. **Review and Adjust System Settings:**
  - Confirm that the system settings are configured for optimal performance.
  - Adjust settings for energy efficiency based on seasonal needs.
15. **Schedule Professional Maintenance:**

- Consider scheduling annual maintenance with a professional HVAC technician.
- Professional inspections can identify and address issues before they become major problems.

**For expert assistance or to schedule a professional AC maintenance service, contact Aspire Appliance Services at 906-647-2722.**