



SUPPORT HVACR TRADE INC.

Homeowner HVAC Maintenance Checklist

Simple, season-by-season steps to protect your comfort,
your equipment, and your energy bill.

What's Inside

- ☐ Spring, summer, fall & winter maintenance tasks
- ☐ A filter replacement schedule you can actually follow
- ☐ Thermostat settings that save energy without sacrificing comfort
- ☐ Clear signs it's time to call a licensed HVAC professional

A resource from Support HVACR Trade Inc.

A nonprofit turning youth curiosity into HVACR careers — one student,
one school, one community at a time.

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Season-by-Season Maintenance

A few minutes each season keeps your system efficient and helps you avoid costly repairs.

SPRING

- ☐ Replace or clean the air filter
- ☐ Clear debris, leaves & plants from the outdoor unit
- ☐ Check that vents & registers are open and unblocked
- ☐ Test the thermostat and update programmed schedules
- ☐ Inspect visible ductwork for leaks or loose connections
- ☐ Schedule a professional spring tune-up / inspection

SUMMER

- ☐ Check refrigerant lines for ice buildup
- ☐ Keep the outdoor condenser clear (2 ft of clearance)
- ☐ Change filters more often during heavy use (monthly)
- ☐ Use ceiling fans to ease the AC's workload
- ☐ Set thermostat to 78°F when home, higher when away
- ☐ Listen for unusual noises — schedule service if you hear any

Why Seasonal Maintenance Matters

Regular seasonal upkeep helps your system run efficiently, extends its lifespan, lowers your energy bills, and helps you catch small issues before they become expensive repairs. Most of these steps take just a few minutes.

Know a Young Person Curious About How Things Work?

Support HVACR Trade Inc. introduces students ages 7-14 to HVACR careers through STEM workshops, hands-on activities, and the Tommy & Theo children's book series. Learn more at supporthvacrtrade.com.



Fall & Winter Care

FALL

- ☐ Replace the air filter before heating season starts
- ☐ Test heating system before cold weather arrives
- ☐ Seal drafts around windows & doors
- ☐ Clean vents and check for blockages
- ☐ Schedule a professional fall furnace/heat pump inspection

WINTER

- ☐ Keep vents clear of furniture & curtains
- ☐ Set thermostat to 68°F when home, lower when away
- ☐ Check filter monthly — winter systems run often
- ☐ Keep the outdoor unit clear of snow & ice
- ☐ Watch for uneven heating and call a pro if it persists

Filter Replacement Schedule

Filter Type	Recommended Frequency
Standard 1" filter	Every 1–2 months
Pleated filter	Every 2–3 months
Homes with pets	Every 30–45 days
High-efficiency / media filter	Every 6–12 months
Vacation / rarely-used home	Every 6 months

Thermostat Tips

- ☐ Keep the same setting for several hours — constant adjusting wastes energy.
- ☐ A programmable or smart thermostat can lower bills automatically.
- ☐ Avoid placing the thermostat near vents, lamps, or direct sunlight.
- ☐ A 7–10°F setback for 8 hours can save up to 10% a year on heating/cooling.



Energy-Saving Tips

- ☐ Change filters on schedule — a clogged filter forces the system to work harder.
- ☐ Add or check attic and wall insulation.
- ☐ Schedule professional maintenance twice a year (spring & fall).
- ☐ Keep outdoor units clear of debris, plants, and snow.
- ☐ Seal air leaks around doors, windows, and ductwork.
- ☐ Use ceiling fans to circulate air and reduce thermostat strain.
- ☐ Upgrade to a programmable or smart thermostat.
- ☐ Close blinds/curtains during peak sun to reduce cooling load.

When to Call a Professional

- ☐ Warm or cool air isn't reaching every room evenly
- ☐ Rising energy bills with no change in usage
- ☐ The system short-cycles (turns on and off frequently)
- ☐ Unusual noises: banging, squealing, grinding, or clicking
- ☐ Water pooling near the indoor unit
- ☐ Weak airflow from vents, or a burning/musty smell

Need More HVAC Tips?

Visit our Resource Center at supporthvacrtrade.com for more homeowner guides, youth STEM programs, and ways to support the next generation of HVACR technicians.



SCAN TO VISIT

About Support HVACR Trade Inc.

We're a workforce-development nonprofit that helps youth, schools, and communities discover HVACR through STEM learning, hands-on exploration, children's books, workshops, online courses, and career pathways.

Three Ways to Get Involved

Sponsor a Student

\$2,500 sponsors 100 students in HVACR STEM programming.

Host a Workshop

Bring a hands-on HVACR discovery session to your school or site.

Explore Our Books

Meet Tommy & Theo — our HVACR adventure series for kids 7-14.