



**SUPPORT HVACR TRADE INC.**

# Seasonal HVAC Maintenance Calendar

A simple, month-by-month guide to keeping your home comfortable and efficient all year long.

## What's Inside

- A simple task for every month of the year
- A printable filter-change tracker
- Color-coded by season
- Quick energy-saving reminders

## 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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## First Half of the Year

One simple task each month keeps your system running smoothly.

### JANUARY

Check that heat is running efficiently; replace filter if needed.

☐ Mark complete

### FEBRUARY

Inspect for drafts around doors & windows; test carbon monoxide detectors.

☐ Mark complete

### MARCH

Replace filter; schedule your spring HVAC tune-up before the rush.

☐ Mark complete

### APRIL

Clear debris from the outdoor unit; test the AC before it gets hot.

☐ Mark complete

### MAY

Check refrigerant lines for ice; program the thermostat for summer.

☐ Mark complete

### JUNE

Replace filter; keep 2 ft of clearance around the outdoor unit.

☐ Mark complete

#### Color Key:

■ Winter/Heating

■ Spring Changeover

■ Summer/Cooling

#### Spring Tip

Schedule your spring HVAC tune-up in March or April, before the summer rush. It's easier to book, and it catches small issues before hot weather arrives.

## Why Monthly Checks Matter

A quick monthly glance takes just a minute or two, but it's often the difference between catching a small issue early and facing an expensive breakdown mid-season. Think of it the same way you'd think of checking your car's oil.



## Second Half of the Year

Keep the momentum going through summer, fall, and winter.

### JULY

Check filter monthly during heavy use; listen for unusual noises.

☐ Mark complete

### AUGUST

Use ceiling fans to ease the AC's workload; check vents are unblocked.

☐ Mark complete

### SEPTEMBER

Replace filter; schedule your fall furnace/heat pump inspection.

☐ Mark complete

### OCTOBER

Test heating before cold weather; seal drafts around windows & doors.

☐ Mark complete

### NOVEMBER

Replace filter; keep the outdoor unit clear of leaves and debris.

☐ Mark complete

### DECEMBER

Set a winter thermostat schedule; keep vents clear of furniture.

☐ Mark complete

### Fall Tip

Book your fall furnace or heat pump inspection in September or October, before the first cold snap. A quick check now can prevent an emergency call in January.

## Two Habits That Matter Most

- Change your filter every 1-3 months (more often with pets or allergies).
- Book a professional tune-up twice a year — once in spring, once in fall.



## Filter Change Tracker

Print this page and check off each month you replace your filter.

| Month | Date Changed | Filter Size | Done                     |
|-------|--------------|-------------|--------------------------|
| Jan   | _____        | _____       | <input type="checkbox"/> |
| Feb   | _____        | _____       | <input type="checkbox"/> |
| Mar   | _____        | _____       | <input type="checkbox"/> |
| Apr   | _____        | _____       | <input type="checkbox"/> |
| May   | _____        | _____       | <input type="checkbox"/> |
| Jun   | _____        | _____       | <input type="checkbox"/> |
| Jul   | _____        | _____       | <input type="checkbox"/> |
| Aug   | _____        | _____       | <input type="checkbox"/> |
| Sep   | _____        | _____       | <input type="checkbox"/> |
| Oct   | _____        | _____       | <input type="checkbox"/> |
| Nov   | _____        | _____       | <input type="checkbox"/> |
| Dec   | _____        | _____       | <input type="checkbox"/> |

### Not Sure What Size Filter You Need?

Check the cardboard edge of your current filter — the size is usually printed there.

## Filter Replacement Frequency Reference

|                                |                   |
|--------------------------------|-------------------|
| 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 |

### Keep This on Your Fridge

A simple reminder is one of the easiest ways to protect your system and your budget.



## Keep Your System Running Its Best

Following this calendar helps your HVAC system run efficiently, extends its lifespan, and helps you catch small problems before they become expensive repairs.

## When to Call a Professional

- ☐ Warm or cool air isn't reaching every room evenly
- ☐ Unusual noises: banging, squealing, grinding, or clicking
- ☐ Rising energy bills with no change in usage
- ☐ Weak airflow, or a burning/musty smell

## Want More Homeowner Resources?

Visit our Resource Center at [supporthvacrtrade.com](https://supporthvacrtrade.com) for more guides, plus ways to support youth STEM and HVACR career programs in your community.

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*Turning Curiosity Into Careers*

## 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.