

Commercial HVAC Maintenance Checklist

Preventive Maintenance Reference for Bay Area Commercial Facilities

Routine commercial HVAC maintenance helps reduce emergency breakdowns, improve indoor comfort, extend equipment lifespan, and lower operating costs. This checklist is designed for facility managers, property managers, restaurants, retail centers, office buildings, warehouses, and commercial property owners managing rooftop HVAC systems and larger commercial equipment.

Monthly Commercial HVAC Checklist

- Replace or inspect air filters
- Check thermostat operation and calibration
- Inspect vents and registers for airflow blockage
- Listen for unusual noises from rooftop units or blower motors
- Inspect visible ductwork for damage or leaks
- Check condensate drain lines for blockage
- Monitor utility bills for unexpected increases
- Inspect rooftop areas for debris around units

Spring & Summer Cooling Maintenance

- Inspect condenser coils and clean debris buildup
- Check refrigerant charge and operating pressures
- Inspect evaporator coils for dirt or icing
- Verify condenser fan motor operation
- Test compressor startup and amperage draw
- Inspect blower belts and pulleys
- Confirm thermostat communication and controls
- Check rooftop unit cabinet condition and seals

Fall & Winter Heating Maintenance

- Inspect heat exchangers for cracks or wear
- Test ignition systems and safety controls

- Inspect gas pressure and burner assembly
- Check flue and ventilation systems
- Inspect electrical connections and wiring
- Verify proper heating cycle operation
- Inspect blower motor bearings and lubrication
- Test emergency shutoff systems

Commercial Refrigeration Maintenance

- Inspect walk-in cooler temperatures
- Check door seals and hinges
- Inspect evaporator fan operation
- Clean condenser coils
- Check refrigerant levels and line condition
- Verify drain pan and drain line operation
- Monitor compressor cycling patterns
- Inspect for ice buildup or condensation issues

Signs Your System Needs Immediate Service

- Uneven temperatures throughout the building
- Weak airflow from vents
- Burning smells or electrical odors
- Water leaks around rooftop units
- Frequent breaker trips
- Unusual vibration or grinding noises
- Rising indoor humidity levels
- Commercial refrigeration temperature fluctuations

Preventive maintenance helps Bay Area businesses reduce downtime, avoid emergency repairs, and improve long-term HVAC performance. For commercial HVAC maintenance plans, rooftop unit inspections, refrigeration service, and emergency repairs, contact COOL AID Air Conditioning, Heating & Refrigeration.