



Cooling Maintenance Checklist

Use this checklist to ensure your air conditioner is ready for energy-efficient and hassle-free operations this summer. If you have an annual maintenance contract, be sure your checklist includes all steps.

- Clean condenser coils.** At the beginning and end of the cooling season thoroughly wash the coils. Check them quarterly for man-made or natural debris and wash as necessary.
- Trim plants/shrubs away from cooling equipment to ensure adequate airflow. Change filters as needed.** Minimum quarterly; recommended monthly or more if you're located next to a highway, construction site or other location where air is dirtier than usual)
- Check refrigerant levels.** Usually done by a licensed technician
- Have a licensed technician check, adjust, clean and lubricate your economizer each year.** An economizer stuck in an open position can add up to 50 percent to your annual HVAC costs. If necessary, adjust the outdoor intake setting on your economizer. Most code standards require 20 cubic feet per minute (cfm) of outdoor air per person, but many units bring in more air than is necessary.
- Adjust fan settings.** Set the fan to "auto" during unoccupied hours rather than leaving it "on" around the clock.
- Check air temperature.** Using a thermometer, check the temperature of the return air going to your air conditioner, and then check the temperature of the air coming out of the register nearest your AC unit. If the temperature difference is less than 14° F or more than 22° F, have a licensed technician inspect your cooling system.
- Check cabinet panels.** Each quarter, make sure rooftop AC panels are fully attached, with all screws in place and gaskets intact. Chilled air leaking out of the panels can cost up to \$100 per rooftop unit, per year in wasted energy.
- Check airflow.** Hold your hand up to registers to ensure you can feel the airflow. If there is little airflow or you see dirt and dust in the register, have a technician inspect your unit and ductwork.

