

Commercial HVAC Scheduled Maintenance Checklist

For Fresno, TX businesses, property managers, offices, retail spaces, restaurants, and commercial facilities

Use this checklist to help spot comfort issues early, reduce unexpected breakdowns, and keep your system running more efficiently throughout the year.



1 Monthly Owner / Staff Checks

- Check thermostat readings against how the space actually feels.
- Look for hot spots, cold spots, or areas that never seem comfortable.
- Confirm vents and returns are open, clear, and not blocked by furniture or inventory.
- Listen for new noises such as rattling, grinding, buzzing, or squealing.
- Watch for water, stains, moisture, or leaks near HVAC equipment.
- Note any odors, musty smells, dust buildup, or stale air complaints.
- Review energy bills for unusual increases without a clear explanation.



2 Filter and Airflow Checks

- Inspect filters monthly and replace them as needed based on building use.
- Check for weak airflow from supply vents throughout the building.
- Look for dust buildup around vents, returns, and ceiling diffusers.
- Make sure filter type and replacement frequency match the system and business environment.
- Pay extra attention in high-traffic, dusty, restaurant, warehouse, or frequently opened spaces.



3 Professional Maintenance Tasks

- Inspect and tighten electrical connections.
- Clean evaporator and condenser coils.
- Check refrigerant levels and look for signs of refrigerant issues.
- Inspect belts, motors, bearings, fans, and moving parts.
- Clear condensate drain lines and confirm proper drainage.
- Test startup, operation, cycling, and shutdown performance.
- Inspect rooftop units for debris, weather exposure, corrosion, and visible wear.



4 Seasonal Service Reminders

- Schedule cooling system maintenance before the hottest part of the Texas season.
- Check thermostat operation, controls, coils, airflow, refrigerant, and electrical components before summer demand peaks.
- Schedule heating system checks before cooler weather, even if heat is used less often.
- Review maintenance records so repairs, replacements, and recurring issues are documented.



5 Warning Signs to Call for Service

- System runs constantly, short cycles, or struggles to maintain the set temperature.
- Uneven comfort, weak airflow, humidity issues, or frequent thermostat adjustments.
- Unusual noises, odors, leaks, or visible wear around equipment.
- Energy costs rise even though usage has not changed much.
- Frequent repairs or equipment near the end of its expected service life.



6 Notes / Follow-Up Items



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