

Commercial HVAC Maintenance Checklist

A practical checklist for Perth businesses and facility managers

Important: Use this checklist as a maintenance planning aid. Equipment-specific service requirements, manufacturer instructions, site risks and applicable Australian/WA requirements should always be followed. Electrical work on refrigeration and air-conditioning equipment in WA must be performed within the appropriate licensing scope.

1. General System Inspection

Check	Maintenance item	Status / Notes
■	Check overall HVAC system condition	
■	Check for unusual noise, vibration or odours	
■	Inspect indoor and outdoor equipment for visible damage	
■	Confirm service access and clearances are maintained	
■	Check equipment identification and service records	
■	Review previous faults and outstanding maintenance items	

2. Air Filters and Airflow

Check	Maintenance item	Status / Notes
■	Inspect air filters for dirt and blockage	
■	Clean or replace filters where required	
■	Check supply and return air paths	
■	Inspect grilles, diffusers and vents	
■	Check for restricted airflow	
■	Assess airflow balance across occupied areas	

3. Coils, Fans and Heat Transfer

Check	Maintenance item	Status / Notes
■	Inspect evaporator coils	
■	Inspect condenser coils	
■	Clean coils where required	
■	Inspect fans and fan assemblies	
■	Check fan motors and belts where fitted	
■	Check for debris restricting outdoor coil airflow	

4. Refrigeration System

Check	Maintenance item	Status / Notes
■	Check system operating pressures	
■	Inspect for signs of refrigerant leakage	
■	Check refrigerant circuit condition	
■	Inspect compressors and associated components	
■	Check for abnormal operating temperatures	
■	Record relevant performance readings	

5. Electrical and Controls

Check	Maintenance item	Status / Notes
■	Inspect electrical components within the permitted service scope	
■	Check controls and protective devices	
■	Check thermostat/control operation	
■	Confirm sensors are operating correctly	
■	Inspect accessible wiring and connections for signs of deterioration	
■	Record faults requiring licensed electrical attention	

6. Condensate and Drainage

Check	Maintenance item	Status / Notes
■	Inspect condensate drains	
■	Check drains for blockage	
■	Inspect drain trays	
■	Check for water leaks or overflow	
■	Check areas around equipment for moisture damage	
■	Confirm condensate is draining correctly	

7. Perth and WA Environmental Checks

Check	Maintenance item	Status / Notes
■	Inspect equipment for dust and debris accumulation	
■	Check outdoor units for exposure-related deterioration	
■	Inspect coastal equipment for signs of corrosion where applicable	
■	Check whether seasonal conditions require additional servicing	
■	Review cooling demand before peak summer periods	
■	Identify environmental factors that may require more frequent maintenance	

8. Energy and Performance

Check	Maintenance item	Status / Notes
■	Review recent energy consumption where data is available	
■	Check system operating efficiency	
■	Review temperature set points and schedules	
■	Check for unnecessary operating hours	
■	Identify components causing excessive energy use	
■	Record recommendations for optimisation or upgrades	

9. Safety and Documentation

Check	Maintenance item	Status / Notes
■	Record inspection date and technician details	
■	Record faults identified during inspection	
■	Record repairs completed	
■	Record parts replaced	

Check	Maintenance item	Status / Notes
■	Note items requiring follow-up	
■	Update the maintenance/service log	
■	Confirm required licensed work is assigned to appropriately licensed personnel	

Maintenance Notes

Site / Facility: _____

Date: _____ Technician: _____

Next Service Due: _____

This checklist is designed for commercial HVAC maintenance planning and does not replace manufacturer service manuals, site-specific procedures, risk assessments or applicable regulations and standards.