



FALL HVAC MAINTENANCE CHECKLIST

To Do*	Sept	Oct	Nov
1. Schedule a professional 18-point fall tune-up	Call 317.867.2665		
2. Replace furnace filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Clear 2–3 feet around HVAC system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Check vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Set thermostat for fall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Test carbon monoxide & smoke detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Why we recommend these

1. A trained HVAC technician will inspect, clean, and calibrate every key component before heating season begins, helping prevent breakdowns, optimize efficiency, and extend system life.
2. Check your filter monthly. 1-inch and 2-inch filters need replacement every 1 to 3 months.
3. Keep 2–3-foot clearance around the furnace and outdoor unit. Maintaining clear space around both the indoor furnace and any outdoor unit (like a heat pump) helps prevent airflow restrictions, keeps the equipment accessible for maintenance, and reduces fire risk.
4. Blocked vents reduce airflow and can lead to uneven heat distribution or excessive system stress.
5. To set your thermostat for fall, switch your thermostat to heat and ensure the fan is on Auto.
6. According to the National Fire Protection Association (NFPA), both smoke and CO alarms should be tested monthly.

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