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# Air Conditioner Maintenance Checklist

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## Every 1–3 Months

- Check and replace/clean air filters (more often if you have pets, allergies or dusty conditions)
- Inspect indoor vents for dust, blockages or mould

## Every 6 Months

- Clean indoor unit coils (evaporator coils) – gently vacuum or use a coil cleaner
- Check condensate drain line for clogs and clean with vinegar/water solution
- Wipe down and dust indoor unit casing (or air handler)
- Inspect outdoor unit clearance – remove leaves, grass and debris at least 60 cm (2 ft) around unit

## Once a Year (Spring is Best, Before Heavy Use)

- Schedule annual service (check refrigerant level, inspect components and test)
- Inspect outdoor condenser coils and clean with garden hose (low pressure, from the side, not top)
- Test thermostat to ensure accurate temperature control
- Inspect ductwork for leaks, loose connections or dust buildup
- Tighten mounting bolts on outdoor unit to prevent vibration

## As Needed

- Clean or replace remote batteries/thermostat batteries
- Check for unusual noises or odours from indoor or outdoor units
- Monitor energy bills – sudden increases may signal an AC problem

For more energy saving tips and home maintenance guides like this, visit [greenbuildingcanada.ca](http://greenbuildingcanada.ca)