Summer HVAC Readiness Checklist

A practical guide for multi-site facilities teams

As temperatures rise, HVAC systems become one of the most critical assets across multi-site operations. Proactive seasonal preparation can help reduce equipment downtime, minimize emergency service calls, improve occupant comfort, and extend asset life during peak summer demand. For organizations managing hundreds—or thousands—of locations, small HVAC issues can quickly become widespread operational challenges if left unaddressed.

To help prepare your locations for the summer season, we recommend reviewing the following HVAC readiness best practices.

01 Replace or Inspect Air Filters

- ☐ Replace dirty or clogged filters before peak cooling season
- ☐ Ensure proper filter sizing and installation
- ☐ Increase inspection frequency in high-traffic or high-dust environments

Why it matters:
Restricted airflow forces HVAC systems to work harder, increasing wear on critical components and reducing cooling performance.

02 Clean Condenser and Evaporator Coils

- ☐ Remove dirt, debris, and buildup from condenser coils
- ☐ Inspect evaporator coils for dust and microbial growth
- ☐ Verify rooftop units have proper airflow clearance

Why it matters:
Dirty coils reduce efficiency, increase energy consumption, and contribute to avoidable system strain during high-temperature periods.

03 Check Refrigerant Levels

- ☐ Verify refrigerant levels meet manufacturer specifications
- ☐ Address leaks or low-charge conditions promptly
- ☐ Monitor for inconsistent cooling performance

Why it matters:
Improper refrigerant levels can reduce cooling capacity and increase the risk of compressor failure.

04 Test Thermostats and Controls

- ☐ Confirm thermostats are calibrated correctly
- ☐ Review temperature setpoints and schedules
- ☐ Verify building management system integrations are functioning properly

Why it matters:
Incorrect settings or faulty controls can lead to comfort complaints, short cycling, and unnecessary energy usage.

05 Inspect Belts, Motors, and Electrical Components

- ☐ Check belts for wear and proper tension
- ☐ Inspect motors and fan assemblies
- ☐ Tighten electrical connections and inspect capacitors/contactors

Why it matters:
Minor mechanical or electrical issues are among the most common causes of midsummer HVAC failures.

06 Clear Condensate Drains and Drain Pans

- ☐ Flush condensate drain lines
- ☐ Inspect drain pans for standing water
- ☐ Verify float switches are operational

Why it matters:
Blocked drains can cause water leaks, system shutdowns, and interior damage.

07 Verify Airflow Throughout the Space

- ☐ Ensure supply and return vents remain unobstructed
- ☐ Check dampers and airflow balancing
- ☐ Identify hot/cold spots within locations

Why it matters:
Poor airflow impacts comfort, reduces efficiency, and can place unnecessary strain on HVAC equipment.

08 Inspect Rooftop Unit (RTU) Conditions

- ☐ Check panels, seals, insulation, and access points
- ☐ Inspect for corrosion, debris, or weather-related damage
- ☐ Verify units are secure and accessible for service

Why it matters:
Exposure to outdoor conditions can accelerate wear and increase the likelihood of unexpected failures.

09 Confirm Preventive Maintenance Schedules

- ☐ Review upcoming HVAC PM schedules
- ☐ Ensure seasonal inspections are completed before peak heat periods
- ☐ Prioritize locations with aging or heavily utilized equipment

Why it matters:
Preventive maintenance helps identify developing issues before they lead to downtime or emergency service events.

Helping Reduce Downtime This Summer

Proactive HVAC preparation can help multi-site facilities teams:

- Reduce emergency service calls
- Minimize equipment downtime
- Improve occupant comfort
- Extend HVAC asset life
- Maintain operational continuity during peak summer demand

Seasonal maintenance and early issue detection remain some of the most effective ways to reduce costly disruptions across large portfolios.

Need support with HVAC preventive maintenance?

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