



Air Filter Maintenance

Quarterly Maintenance Tasks

Air Filter Maintenance Checklist

Quarterly Maintenance Tasks / Signs of a Dirty Filter

Company: _____

Worksite address: _____

Inspected by: _____

Date: _____ Time: _____

TASK	NOTES
<input type="checkbox"/> Inspect for blockages	
<input type="checkbox"/> Remove surface dust	
<input type="checkbox"/> Replace clogged filters	
<input type="checkbox"/> Seal and gasket check	
<input type="checkbox"/> Check for mold or moisture	
<input type="checkbox"/> Seal and gasket check	
<input type="checkbox"/> Clean reusable filters	
<input type="checkbox"/> Replace disposable filters	

Signs of a Dirty Air Filter	NOTES
<input type="checkbox"/> Reduced airflow	
<input type="checkbox"/> Increased energy bills	
<input type="checkbox"/> Increase in allergies and respiratory issues	
<input type="checkbox"/> Visible heavy buildup of particulates	

Air Filter Maintenance Checklist

Air Filter Cleaning / Replacement

Company: _____

Worksite address: _____

Inspected by: _____

Date: _____ Time: _____

Clean Reusable Air Filters

NOTES

- 1. Turn off the HVAC System
- 2. Remove air filter
- 3. Examine the filter
- 4. Use cleaning method appropriate for filter style
- 5. Reinstall the filter
- 6. Turn on HVAC system

Replace Disposable Air Filters

NOTES

- 1. Turn off the HVAC system
- 2. Determine filter size
- 3. Remove the old filter
- 4. Clean the filter slot
- 5. Install the new filter
- 6. Verify the seal
- 7. Turn on HVAC system