



FALL HVAC SEASONAL CHECKLIST

Cooler temperatures are on the way, making fall the perfect time to prepare your heating system for another New York winter. Use this checklist to improve efficiency, protect your equipment, and reduce the risk of an unexpected breakdown.

JACKHALLPLUMBING.COM • (518) 792-7114

START WITH THE **BASICS**



1 TEST YOUR HEATING SYSTEM

- ☐ Turn on your furnace, boiler, or heat pump before cold weather arrives.
- ☐ Let the system run long enough to confirm that warm air or heat reaches every room.
- ☐ Listen for banging, grinding, rattling, or other unusual noises.
- ☐ Watch for short cycling or unusually long heating cycles.
- ☐ Contact a professional if you notice persistent odors, unusual sounds, or inconsistent heating.

2 REPLACE OR CLEAN THE AIR FILTER

- ☐ Check the filter for dust and debris.
- ☐ Replace disposable filters or clean reusable ones.
- ☐ Confirm that the replacement filter is the correct size and installed in the proper direction.
- ☐ Check the filter monthly during heating season.

3 CHECK YOUR THERMOSTAT

- ☐ Switch the thermostat from cooling to heating mode.
- ☐ Confirm that the displayed temperature appears accurate.
- ☐ Replace the batteries if needed.
- ☐ Review programmed heating schedules.
- ☐ Consider upgrading to a programmable or smart thermostat for greater control and efficiency.

INSPECT VENTS & TEST DETECTORS



4

INSPECT VENTS AND REGISTERS

- ☐ Make sure supply and return vents are open and unobstructed
- ☐ Move furniture, rugs, curtains, and stored items away from registers
- ☐ Vacuum dust and pet hair from accessible vent covers
- ☐ Check for rooms that receive noticeably less heat than others

5

TEST CARBON MONOXIDE AND SMOKE DETECTORS

- ☐ Press the test button on every detector.
- ☐ Replace batteries as needed.
- ☐ Check the manufacturer's replacement date for each unit.
- ☐ Install carbon monoxide detectors near sleeping areas and fuel-burning equipment according to manufacturer and local safety guidance.
- ☐ Leave the home and contact emergency services immediately if a carbon monoxide alarm sounds.

6

CHECK THE AREA AROUND YOUR HEATING EQUIPMENT

- ☐ Remove boxes, paper, paint, cleaning products, and other combustible materials.
- ☐ Keep the furnace or boiler area clean and accessible.
- ☐ Never store flammable materials near heating equipment.
- ☐ Look for visible rust, corrosion, moisture, or leaks without opening or disassembling the system.

INSPECT HVAC & CHECK FOR LEAKS



7

INSPECT OUTDOOR HVAC EQUIPMENT

- ☐ Remove leaves, grass, branches, and debris from around the outdoor unit.
- ☐ Maintain adequate clearance around the equipment.
- ☐ Check for visible damage.
- ☐ Do not cover a heat-pump unit that operates during winter.
- ☐ Follow the manufacturer's recommendations before covering an air-conditioning condenser.

8

LOOK FOR AIR LEAKS

- ☐ Check around windows, exterior doors, attic access points, and utility penetrations.
- ☐ Replace damaged weatherstripping.
- ☐ Seal appropriate gaps to reduce drafts and unnecessary heat loss.
- ☐ Consider a professional assessment if some rooms remain difficult to heat.

SCHEDULE PROFESSIONAL FALL HVAC MAINTENANCE

A professional fall inspection can identify worn components, safety concerns, and developing problems before the system begins working its hardest. Depending on the equipment, a technician may inspect electrical connections, burners, controls, venting, safety devices, airflow, system pressure, and overall performance.





Another Generation of Quality & Trust

SCHEDULE YOUR FALL HVAC MAINTENANCE

Professional maintenance helps keep your system running efficiently, reduces the risk of unexpected breakdowns, and extends the life of your equipment.

PREPARE NOW FOR A MORE COMFORTABLE FALL AND WINTER

A little attention now can help prevent costly repairs later and give you peace of mind when temperatures start to drop.



KNOW WHEN TO CALL AN HVAC PROFESSIONAL

SIGNS YOU SHOULD SCHEDULE SERVICE

- ⚠ No heat or insufficient heat
- ⚠ Unusual noises or persistent odors
- ⚠ Frequent system cycling
- ⚠ Unexpectedly high energy bills
- ⚠ Uneven temperatures
- ⚠ A yellow or irregular furnace flame
- ⚠ Water around a boiler, furnace, or associated piping
- ⚠ Repeated thermostat problems
- ⚠ Carbon monoxide alarms
- ⚠ A system that requires frequent repairs

Schedule your fall HVAC service
before colder weather arrives.

www.jackhallplumbing.com