



# Emergency HVAC Troubleshooting Checklist

## Quick fixes to try before calling a professional

- 1 Check Your Thermostat Settings**
  - **Action:** Ensure the thermostat is on the correct setting (heat or cool) and set to your desired temperature.
  - **Tip:** Replace batteries if the display is blank or unresponsive.
- 2 Inspect Your Air Filter**
  - **Action:** A clogged filter can restrict airflow and shut down your system.
  - **Tip:** Replace dirty filters and check monthly to prevent future issues.
- 3 Confirm Power Supply**
  - **Action:** Check the circuit breaker, fuse box, and system switches to ensure your HVAC system has power.
  - **Tip:** Reset the breaker if it has tripped but avoid multiple resets.
- 4 Test Airflow**
  - **Action:** Check vents and registers for blockages like furniture, rugs, or debris.
  - **Tip:** Open all vents evenly to balance airflow throughout your home.
- 5 Inspect the Outdoor Unit**
  - **Action:** Look for debris, ice, or leaves blocking the outdoor unit.
  - **Tip:** Gently clear the area around the unit and ensure it's level.
- 6 Check for Odd Noises or Smells**
  - **Action:** Unusual sounds or odors may indicate loose parts, leaks, or motor issues.
  - **Tip:** Turn off your system and note the details to share with a technician.
- 7 Reset Your System**
  - **Action:** Turn off the system for 5 minutes, then restart it.
  - **Tip:** Refer to your owner's manual for system-specific reset instructions.
- 8 Verify Gas Supply (for Furnaces)**
  - **Action:** Ensure the gas valve is open and the pilot light is lit.
  - **Tip:** If the pilot light is out, follow the manufacturer's relighting instructions.
- 9 Check Drain Lines**
  - **Action:** Look for clogs in the condensate drain line, which may cause water leaks.
  - **Tip:** Use a wet/dry vacuum to clear blockages if accessible.
- 10 Monitor the Issue**
  - **Action:** Note when the problem started and any symptoms your system displays.
  - **Tip:** This information will help a technician diagnose the issue faster if needed.

