DUCTLESS SAVES LLC

Seasonal Heat Pump Checklist



A four-season home checklist for ductless mini-splits and other air-source heat pumps. Follow your owner's manual for filter care, outdoor clearances, and service intervals.

System _____ **Year** _____

Spring Before cooling season

- ☐ Check indoor filters and clean or replace them according to your manual.
- ☐ Clear leaves and plants around the outdoor unit. Follow the clearance specified in your manual.
- ☐ When your manual allows, test cooling and note unusual noise or weak airflow.

Summer During cooling season

- ☐ Check filters regularly while the system is in frequent use. Clean or replace them as directed.
- ☐ Keep furniture and curtains clear of indoor air intakes and outlets.
- ☐ Look for water dripping indoors or staining the wall. If you see either, stop cooling and arrange service.

Fall Before heating season

- ☐ Check filters and clear fallen leaves from around the outdoor unit.
- ☐ On a cool day, test heating. Check the rooms or zones you rely on most.
- ☐ Schedule maintenance if it is due under your manufacturer's guidance, or if you notice weak airflow or unusual noise.

Winter During heating season

- ☐ After storms, clear loose snow from around the outdoor unit and keep its air openings clear.
- ☐ Keep roof runoff and falling snow in mind. Call for service if ice persists or blocks the unit.
- ☐ If you use backup heat, follow your installer's settings. Note recurring error codes or a loss of heat and call for service.

For air-to-water systems, follow your installer's instructions for the water side. Leave electrical, refrigerant, and hydronic service to a qualified technician.

Notes / next service date

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