



WINTER HVAC SEASONAL CHECKLIST FOR HOMEOWNERS

Virginia winters can bring freezing temperatures, sudden cold snaps, and unpredictable weather. A little preparation before winter can help keep your home comfortable and your heating system running efficiently.

Use this checklist to get your HVAC system ready for the season.



FOR YORKTOWN, VA HOMEOWNERS

BEGIN WITH THE BASICS



01 Replace or Check Your Air Filter

- ☐ Check your filter before heating season begins.
- ☐ Replace a disposable filter if it is dirty.
- ☐ Check your filter monthly during the winter.
- ☐ Make sure the filter is installed in the correct direction.

TIP: Keep an extra filter or two on hand so you're prepared when it needs to be changed.



02 Test Your Heat Before You Need It

Don't wait for the first freezing night to discover your heating system isn't working.

- ☐ Turn your thermostat to HEAT.
- ☐ Set the temperature a few degrees above the current room temperature.
- ☐ Make sure warm air is coming from your vents.
- ☐ Listen for unusual sounds.
- ☐ Check that the system turns on and off normally.

If your system doesn't heat properly, schedule service before the next cold snap.



03 Check Your Thermostat

Make sure your thermostat is ready for winter.

- ☐ Replace batteries if needed.
- ☐ Confirm the thermostat is set to HEAT.
- ☐ Check your programmed schedule.
- ☐ Make sure the thermostat isn't blocked by furniture, curtains, or other objects.
- ☐ Consider upgrading an older thermostat to a programmable or smart model.



Keep Vents & Registers Clear

Your heating system needs proper airflow to heat your home effectively.

- ☐ Make sure supply registers are open.
- ☐ Keep furniture, rugs, curtains, and other objects away from vents.
- ☐ Make sure return-air grilles aren't blocked.
- ☐ Check for rooms that aren't heating properly.

Uneven temperatures can be a sign of airflow, ductwork, insulation, or HVAC problems.

Clear the Outdoor HVAC Unit

If you have a heat pump, your outdoor unit works throughout the winter.

- ☐ Remove leaves and other debris.
- ☐ Keep grass, plants, and other growth away from the unit.
- ☐ Maintain adequate clearance around the equipment.
- ☐ Check the area after storms for branches or debris.
- ☐ Keep snow and ice from blocking airflow.

Important: Never cover a heat pump while it is operating. It needs airflow to heat your home.

Check Your Ductwork

Leaky or poorly insulated ducts can waste heated air before it reaches your living spaces. Look for:

- ☐ Visible gaps or disconnected ductwork
- ☐ Damaged insulation
- ☐ Excessive dust around duct connections
- ☐ Rooms that consistently feel too hot or too cold
- ☐ Weak airflow from individual vents

A professional can inspect ductwork and identify leaks or airflow problems that aren't visible.



Schedule a Professional Heating Tune-Up

A professional HVAC inspection can identify problems before they become winter emergencies. Depending on your system, a technician may inspect:

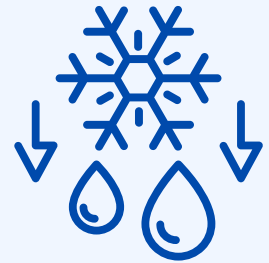
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| ☐ Electrical connections and controls | ☐ Refrigerant-related components |
| ☐ Blower components | ☐ Outdoor coil |
| ☐ Safety controls | ☐ Condensate drainage |
| ☐ Heat exchanger and combustion components | ☐ Heat pump defrost operation |
| ☐ Gas connections and burner operation | ☐ Auxiliary or emergency heat |
| | ☐ Overall heating performance |

Don't wait until the coldest day of the year to discover a problem.

Know Your Heat Pump's Defrost Cycle

If you have a heat pump, seeing some frost on the outdoor unit during cold weather can be normal. Your system periodically enters a defrost cycle to remove frost from the outdoor coil. However, pay attention to:

- ☐ Heavy ice that remains on the unit
- ☐ Ice that continues to build up
- ☐ A system that runs constantly without adequately heating your home
- ☐ Unusual noises
- ☐ Frequent use of auxiliary or emergency heat



If something doesn't look or sound right, have your system checked by an HVAC professional.

Check Your Carbon Monoxide & Smoke Detectors

If your home has fuel-burning heating equipment, make sure your carbon monoxide detectors are working properly.

- ☐ Test smoke detectors.
- ☐ Test carbon monoxide detectors.
- ☐ Replace batteries as recommended.
- ☐ Replace expired detectors according to the manufacturer's instructions.



Never ignore a carbon monoxide alarm. Leave the home and contact emergency services if an alarm sounds.

Check for Winter Drafts

Your HVAC system shouldn't have to fight against cold air entering your home. Check around:

- ☐ Exterior doors
- ☐ Windows
- ☐ Attic access
- ☐ Crawl-space access
- ☐ Plumbing and electrical penetrations



Weatherstripping and caulking can help reduce drafts and improve comfort.

Know When to Call an HVAC Professional



Schedule Professional Winter HVAC Maintenance

A professional winter inspection can identify worn parts, airflow problems, electrical concerns, drainage issues, and other developing problems before your system begins working harder. Regular maintenance can also improve energy efficiency, support reliable performance, and help extend the life of your equipment. **Don't ignore small problems. A minor issue can become a major breakdown when your system is working hardest.**

Prepare Now for a More Comfortable Winter

Completing this winter HVAC checklist can help your system handle Yorktown's changing temperatures and humid coastal conditions. Extreme Climates provides professional HVAC maintenance and repair to keep homes comfortable throughout Yorktown and the surrounding Hampton Roads communities.

Signs Your HVAC System Needs Service

Contact Extreme Climates if you notice:

- ☐ No heat
- ☐ Weak airflow
- ☐ Frequent short cycling
- ☐ Unusual banging, squealing, grinding, or rattling
- ☐ Burning or unusual odors that don't quickly disappear
- ☐ Significant temperature differences between rooms
- ☐ A heat pump covered in persistent ice
- ☐ System running constantly without maintaining temperature
- ☐ Frequent or unexpected auxiliary/emergency heat operation
- ☐ Unexpected increases in heating costs

**Schedule your winter HVAC
service today!**

www.extremeclimatesinc.com