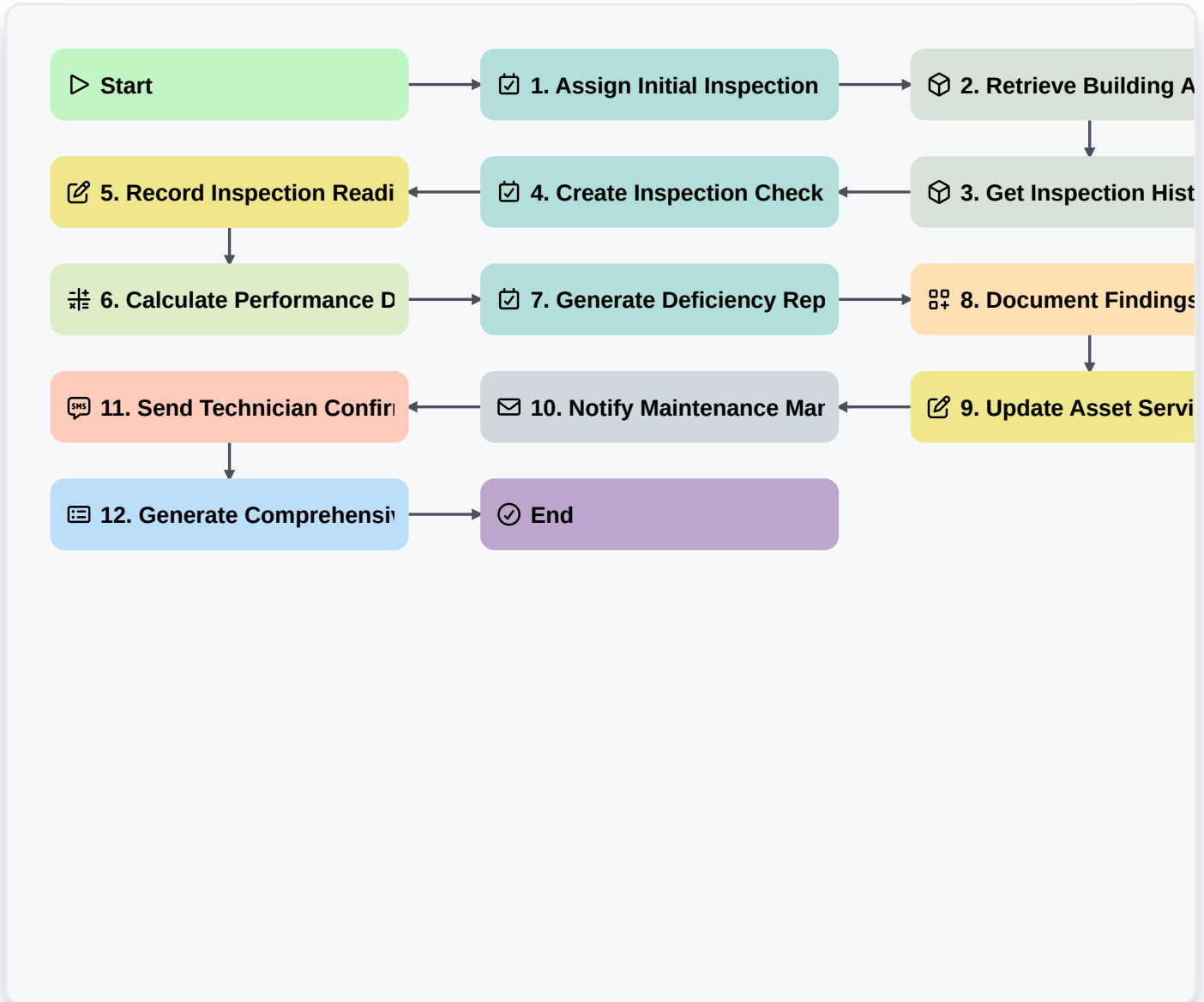


Commercial HVAC Inspection Workflow: Digital Management For Building Maintenance



▷ **Start**

Start of the Workflow/Process.

 **1. Assign Initial Inspection Task**

Automatically assign the initial HVAC inspection task to the relevant technician/inspector.

 **2. Retrieve Building Asset Data**

Get details for specific HVAC units (e.g., unit ID, location, type) from the Asset Register data model.

 **3. Get Inspection History**

Retrieve previous inspection records and historical maintenance data for comparison.

 **4. Create Inspection Checklist**

Generate a specific, dynamic inspection checklist based on the HVAC unit type and inspection frequency.

 **5. Record Inspection Readings**

Allow the technician to enter live data readings (e.g., temperature, PSI, run hours) into the checklist entries.

6. Calculate Performance Deviation

Execute a formula to compare current readings against established baseline standards (e.g., $\Delta\text{Temperature} = \text{Current} - \text{Normal}$).

7. Generate Deficiency Report Task

Create a follow-up task automatically if any critical failure criteria are met during the inspection.

8. Document Findings/Deficiencies

Create a new record detailing any faults, required repairs, or observations found during the inspection.

9. Update Asset Service Status

Update the main asset record with the completion date, next service due date, and overall inspection sign-off status.

10. Notify Maintenance Manager of Completion

Send an email notification to the manager upon successful completion of the inspection workflow.

11. Send Technician Confirmation SMS

Send an SMS confirmation to the technician upon successful submission of the inspection report.

12. Generate Comprehensive Inspection Report

Compile all collected data, calculated metrics, and findings into a finalized, shareable PDF report.

End

Start of the Workflow/Process.