

Daily HVAC System Check Checklist

 Show only Checklist

Display Style
Default 

General Visual Inspection

Initial overview of equipment and immediate surroundings. Look for obvious issues.

Overall System Appearance

Write something...

Ambient Temperature (Outdoor)

Enter a number...

Ambient Temperature (Indoor)

Enter a number...



Unusual Noises Detected?

- No
- Yes - Describe in Long Text

Describe any unusual noises or observations (if applicable)

Write something...

Signs of Leaks (Water/Refrigerant)?

- No
- Yes - Specify Location

Specify location of any leaks (if applicable)

Write something...

Evidence of Pests/Rodents?

- No
- Yes - Document with File Upload

Evidence of Pests/Rodents (if applicable)

 Upload File

Outdoor Unit(s) - Condensers

Focus on condenser coils, fan operation, and surrounding area for debris.

Ambient Temperature (°F/°C)

Enter a number...

Suction Line Pressure (PSI/kPa)

Enter a number...

Discharge Line Pressure (PSI/kPa)

Enter a number...

Fan Operation

- Normal
- Noisy
- Not Operating

Coil Condition

- Clean
- Slightly Dirty
- Dirty
- Very Dirty

Debris Around Unit

- Leaves
- Grass
- Branches
- Other

Notes/Observations

Write something...

Indoor Unit(s) - Air Handling Units (AHUs)

Inspect AHUs including fans, coils, and condensate drains.

Supply Air Temperature (degrees F)

Enter a number...

Return Air Temperature (degrees F)

Enter a number...

AHU Static Pressure (inches of water)

Enter a number...

Fan Operation

- Normal
- Humming
- Clicking
- Stopped

Coil Condition (Visual)

- Clean
- Slightly Dirty
- Dirty
- Excessively Dirty

Notes on Coil Condition

Write something...

Condensate Drain Status

- Free Flowing
- Slow Flow
- Blocked

Description of any unusual noises

Write something...

Chiller/Boiler (if applicable)

Check vital components and gauges on chiller or boiler systems – only for technicians with appropriate training.

Chiller/Boiler Inlet Water Temperature (°F)

Enter a number...

Chiller/Boiler Outlet Water Temperature (°F)

Enter a number...

Condenser Water Pressure (PSI)

Enter a number...

Boiler Pressure (PSI) - if applicable

Enter a number...

Burner Operation (if applicable)

- Normal
- Flashing
- Off
- Other

Vibration Level

- Normal
- Slight
- Moderate
- Severe

Notes/Observations (e.g., unusual noises, leaks, error codes)

Write something...

Ductwork & Airflow

Assess airflow and inspect exposed ductwork for damage or leaks.

Airflow from Supply Registers (General)

- Adequate
- Weak
- Excessive
- Restricted

Static Pressure (if monitored - in inches of water)

Enter a number...

Ductwork Condition (Visible Sections)

- Good
- Minor Damage
- Significant Damage
- Leaking/Loose

Notes on Ductwork/Airflow Concerns

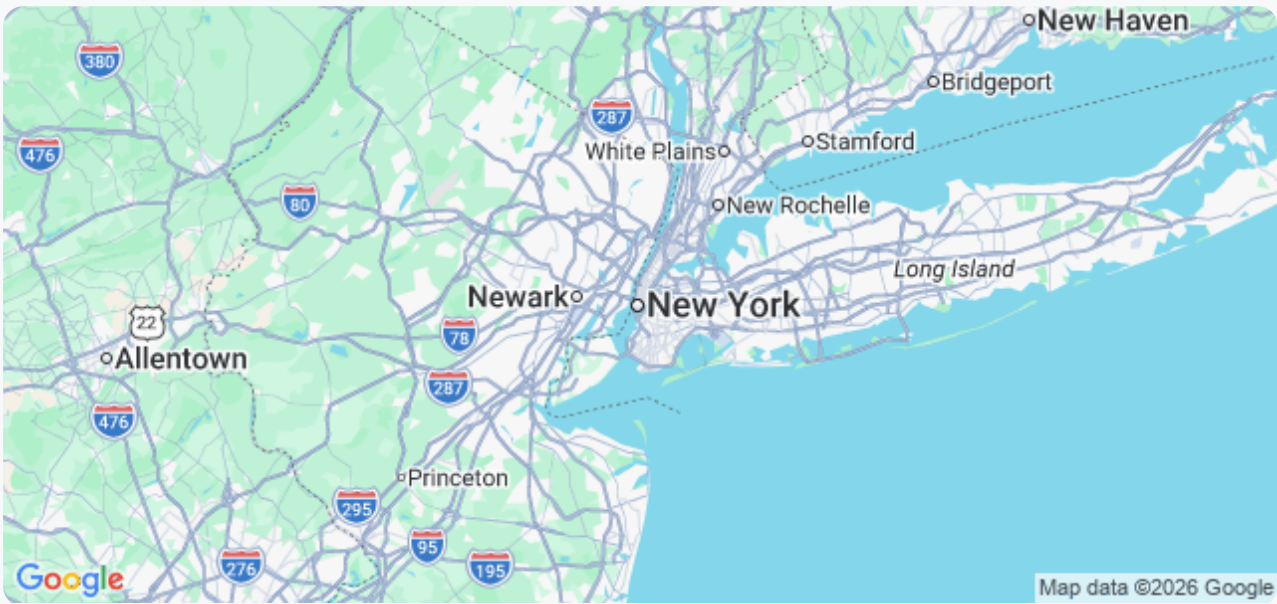
Write something...

Return Airflow Condition

- Normal
- Restricted
- Excessive

Location of Identified Ductwork Issues

[📍 Set My Current Location](#)



Zone Control & Thermostats

Verify functionality of thermostats and zone control systems.

Thermostat Setting (Room 101)

Enter a number...

Thermostat Functionality (Room 205)

- Working Correctly
- Not Responding
- Erratic Readings
- Display Malfunction

Zone Damper Operation (Zone A)

- Opening as Expected
- Stuck Closed
- Stuck Open
- Noisy Operation

Room Temperature (Suite 302)

Enter a number...

Notes on Zone Control Issues

Write something...

Thermostat Calibration Required?

- Yes
- No

Condensate Management

Ensure condensate drains are clear and free of blockages.

Describe Condensate Drain Condition

Write something...

Measure Condensate Pan Water Level (inches)

Enter a number...

Drain Flow Appearance

- Clear
- Slightly Cloudy
- Cloudy/Murky
- Visible Debris

Drain Line Obstruction Present?

- Yes
- No

If Yes to Obstruction, describe obstruction details and action taken

Write something...

Measure Condensate Pump Discharge Pressure (PSI)

Enter a number...

Condensate Pump Operating Noise

- Normal
- Loud
- Humming
- Rattling