



# Daily HVAC System Check

## 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