ChecklistGuro

HVAC System Inspection Checklist Template

Show only Checklist

Display Style
Default

General Information

Record details about the inspection, location, and inspector.

Inspection Date

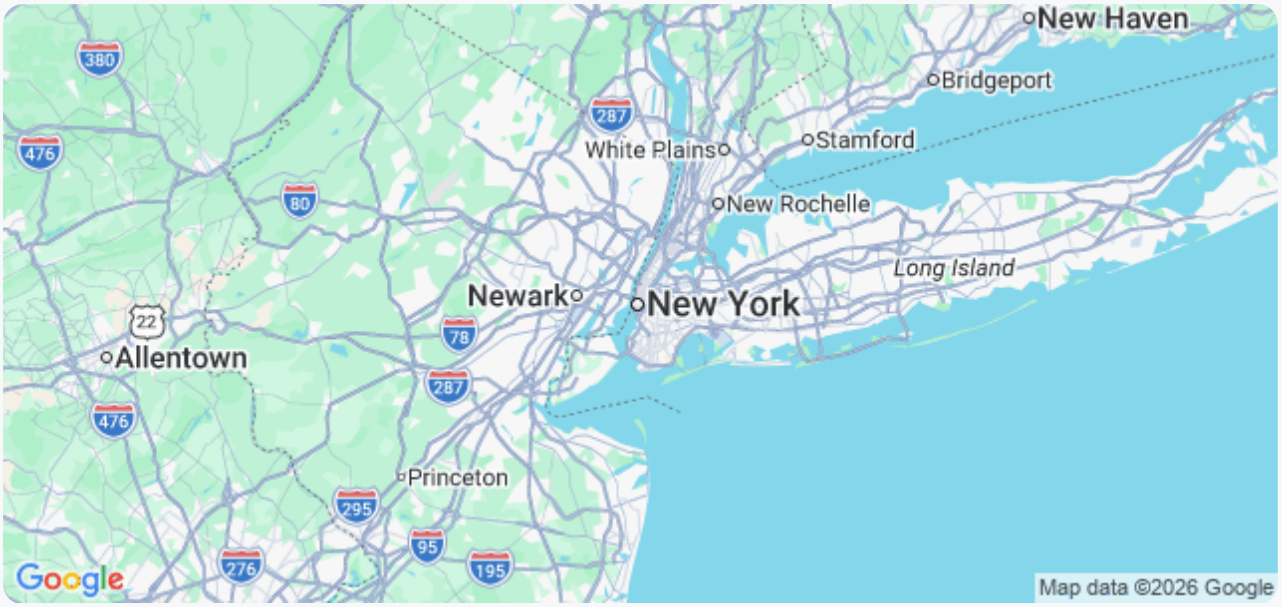
Enter date...

Inspection Time

Enter time...

Property Address

Set My Current Location



Inspector Name

Write something...

Inspector Company

Write something...

Client Name

Write something...

Ambient Temperature (°F)

Enter a number...

Weather Conditions

Write something...

System Identification

Identify the specific HVAC system being inspected (e.g., make, model, serial number).

System Serial Number

Enter a number...

System Type

- [ ] Split System
- [ ] Package Unit
- [ ] Heat Pump
- [ ] VRF/VRV
- [ ] Other

Fuel Type (if applicable)

- [ ] Electric
- [ ] Natural Gas
- [ ] Propane
- [ ] Oil
- [ ] Other

Manufacturer

Write something...

System Capacity (BTU/h or Tons)

Enter a number...

Installation Date (if known)

Enter date...

Visual Inspection - Outdoor Unit

Assess the physical condition of the outdoor unit.

Outdoor Unit Condition (1-5, 1=Excellent, 5=Poor)

Enter a number...

Description of any visible damage (rust, dents, cracks)

Write something...

Condition of Cabinet Fins

- [ ] Clean
- [ ] Slightly Dirty
- [ ] Moderately Dirty
- [ ] Heavily Dirty
- [ ] Bent/Damaged

Attach Photo of Outdoor Unit

Upload File

Fan Blade Condition

- [ ] Good
- [ ] Warped
- [ ] Cracked
- [ ] Missing Sections

Notes on overall appearance and cleanliness

Write something...

Refrigerant Levels & Pressures

Check refrigerant charge and operating pressures.

Suction Pressure (PSIG)

Enter a number...

Liquid Line Pressure (PSIG)

Enter a number...

Suction Line Temperature (°F)

Enter a number...

Liquid Line Temperature (°F)

Enter a number...

Refrigerant Type

- [ ] R-22
- [ ] R-410A
- [ ] R-32
- [ ] Other

Refrigerant Charge Status

- [ ] Optimal
- [ ] Low
- [ ] High
- [ ] Unknown

Notes on Refrigerant Levels & Pressures

Write something...

Electrical Components

Inspect wiring, connections, and electrical components.

Voltage (V)

Enter a number...

Amperage (A)

Enter a number...

Wiring Condition

- [ ] Good
- [ ] Frayed/Damaged
- [ ] Loose Connections

Electrical Issues Found

- [ ] Blown Fuse
- [ ] Tripped Breaker
- [ ] Burnt Wiring
- [ ] No Issues

Notes on Electrical Components

Write something...

Airflow & Ductwork

Evaluate airflow and ductwork condition.

Static Pressure (inches of water)

Enter a number...

Supply Air Temperature (F)

Enter a number...

Duct Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Ductwork Issues

- [ ] Leaks
- [ ] Sagging
- [ ] Improperly Sealed
- [ ] Insulation Damage
- [ ] None

Notes on Airflow & Ductwork

Write something...

Return Airflow Adequate?

- [ ] Yes
- [ ] No

Indoor Unit Inspection

Assess the indoor unit's operation and condition.

Supply Air Temperature (°F)

Enter a number...

Return Air Temperature (°F)

Enter a number...

Humidity Level (%)

Enter a number...

Blower Motor Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Coil Condition

- [ ] Clean
- [ ] Slightly Dirty
- [ ] Dirty
- [ ] Heavily Dirty

Notes on Unit Operation

Write something...

Drain Line Condition

- [ ] Clear
- [ ] Slightly Restricted
- [ ] Restricted
- [ ] Clogged

Photo of Indoor Unit

Upload File

Filter Condition & Replacement

Check and document filter condition and replacement status.

Last Filter Change Date

Enter date...

Filter Type

- [ ] Fiberglass
- [ ] Pleated
- [ ] Electrostatic
- [ ] Other

Filter Size (x in x in x in)

Enter a number...

Filter Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Notes on Filter Condition

Write something...

Filter Replacement Required?

- [ ] Yes
- [ ] No

Safety Devices

Verify proper function of safety devices like high-pressure/low-pressure switches.

High-Pressure Switch Function

- [ ] Functioning Properly
- [ ] Malfunctioning
- [ ] Not Tested

Low-Pressure Switch Function

- [ ] Functioning Properly
- [ ] Malfunctioning
- [ ] Not Tested

High-Pressure Switch Cut-Out Pressure (PSI)

Enter a number...

Low-Pressure Switch Cut-In Pressure (PSI)

Enter a number...

Flame Sensor Condition

- [ ] Clean
- [ ] Dirty/Clogged
- [ ] Damaged

Freeze Sensor Status (If Applicable)

- [ ] Present and Functional
- [ ] Missing
- [ ] Not Tested

Performance Metrics

Record temperature readings and other performance indicators.

Supply Air Temperature (SAT) (°F)

Enter a number...

Return Air Temperature (RAT) (°F)

Enter a number...

Outdoor Air Temperature (°F)

Enter a number...

Suction Pressure (PSI)

Enter a number...

Liquid Line Pressure (PSI)

Enter a number...

Amperage - Indoor Unit

Enter a number...

Amperage - Outdoor Unit

Enter a number...

System Efficiency (Estimated)

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Recommendations & Repairs

Document any necessary repairs or maintenance recommendations.

Detailed Repair Recommendations

Write something...

Estimated Repair Cost

Enter a number...

Recommended Repair Completion Date

Enter date...

Parts Required (Select all that apply)

- [ ] Filter
- [ ] Belt
- [ ] Refrigerant
- [ ] Contactor
- [ ] Capacitor
- [ ] Fan Motor
- [ ] Compressor

Contractor Contact Information (if applicable)

Write something...

Additional Notes/Comments

Write something...