

# HVAC System Inspection Checklist Template

## General Information

Record details about the inspection, location, and inspector.

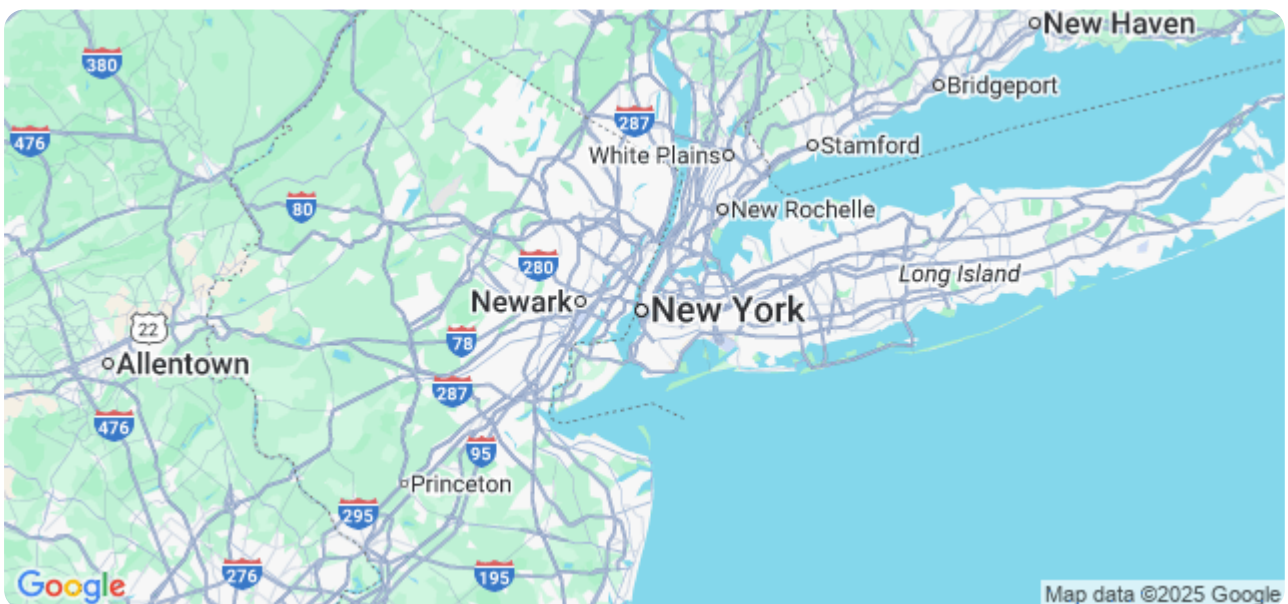
### Inspection Date

Enter date...

### Inspection 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...