

HVAC System Maintenance Checklist: Building Climate Control & Energy Savings

Pre-Inspection & Safety

Initial assessment, safety protocols, and documentation review before commencing work.

Scheduled Inspection Date

Enter date...

Start Time of Inspection

HVAC Unit Location

 [Set My Current Location](#)

Ambient Temperature (Fahrenheit/Celsius)

Enter a number...

PPE Required (Select all that apply)

- Safety Glasses
- Gloves
- Hearing Protection
- Respirator
- Hard Hat

Notes on Potential Hazards

Write something...

Inspector Signature

Visual Inspection & Cleaning

Check for leaks, debris, corrosion, and perform necessary cleaning.

Overall System Condition (Brief Description)

Write something...

Specific Areas of Visible Dirt or Debris

Write something...

Photographs of Visible Issues

 Upload File

Estimated Dust/Debris Thickness (mm)

Enter a number...

Presence of Mold/Mildew

- Yes
- No
- Unsure

Description of Any Rust or Corrosion Observed

Write something...

Filter Maintenance

Check, clean or replace air filters as needed.

Filter Identification Number (if applicable)

Enter a number...

Filter Condition

- Clean
- Slightly Dirty
- Moderately Dirty
- Very Dirty

Filter Type

- Disposable
- Washable/Reusable

Date Filter Replaced/Cleaned

Enter date...

Pressure Drop (in)

Enter a number...

Filter Material

- Fiberglass
- Pleated
- Electrostatic
- Other

Notes on Filter Condition or Replacement

Write something...

Coil Inspection & Cleaning

Inspect and clean evaporator and condenser coils.

Coil Fin Condition Rating (1-5, 1=Excellent, 5=Severe)

Enter a number...

Type of Cleaning Method Used

- Brush
- Chemical Wash
- Vacuum
- Water Flush

Description of any visible damage or corrosion

Write something...

Upload before/after photos of coils

 Upload File

Refrigerant Charge Adjustment (oz/g)

Enter a number...

Coil Material

- Aluminum
- Copper
- Stainless Steel

Blower Motor & Fan Assessment

Check motor lubrication, belt tension (if applicable), and fan balance.

Motor RPM (Revolutions Per Minute)

Belt Tension Gauge Reading (if applicable)

Motor Lubrication Status

- Lubricated
- Needs Lubrication
- Not Applicable (Sealed Motor)

Fan Balance Check

- Balanced
- Slight Vibration
- Significant Vibration

Notes on Motor Condition

Write something...

Belt Condition (if applicable)

- Excellent
- Good
- Fair
- Poor

Refrigerant Level & Pressure

Measure and adjust refrigerant levels according to manufacturer specifications.

Suction Line Pressure (PSI)

Enter a number...

Liquid Line Pressure (PSI)

Enter a number...

Superheat (Degrees F)

Enter a number...

Subcooling (Degrees F)

Enter a number...

Refrigerant Type

- R-22
- R-410A
- R-134a
- R-32
- Other

Notes on Refrigerant Condition

Write something...

Refrigerant Added (oz)

Enter a number...

Electrical Components

Inspect wiring, connections, capacitors, and control boards.

Capacitor Microfarads (μF)

Enter a number...

Capacitor Voltage (V)

Enter a number...

Wiring Condition

- Excellent
- Good
- Fair
- Poor

Electrical Issues Observed

- Loose Connections
- Damaged Wiring
- Arcing
- Overheating
- None

Last Electrical Inspection Date

Enter date...

Notes on Electrical Component Condition

Write something...

Drainage System

Verify condensate drain lines are clear and functioning correctly.

Condensate Pan Depth (inches)

Enter a number...

Drain Line Condition

- Clear
- Slightly Obstructed
- Obstructed

Description of Any Drainage Issues

Write something...

Airflow through Drain Line?

- Yes
- No

Last Drain Line Cleaning Date

Enter date...

Description of Cleaning Method Used (if applicable)

Write something...

Performance Testing

Measure airflow, temperature differentials, and overall system efficiency.

Supply Air Temperature (Leaving)

Enter a number...

Return Air Temperature

Enter a number...

Delta T (Temperature Difference)

Enter a number...

Airflow (CFM)

Enter a number...

Static Pressure

Enter a number...

Noise Level

- Normal
- Slightly Elevated
- Elevated - Requires Investigation

Vibration Assessment

- None
- Minor
- Moderate
- Significant - Requires Investigation

Test Start Time

Post-Maintenance & Documentation

Record findings, actions taken, and schedule follow-up maintenance.

Date of Maintenance

Time of Maintenance Start

Maintenance Hours

Detailed Notes on Work Performed

Overall System Performance (Post-Maintenance)

- Excellent
- Good
- Fair
- Needs Improvement

Refrigerant Added (Yes/No)

- Yes
- No

Attach Photos/Reports (Optional)

 Upload File

Technician Signature