

# HVAC System Maintenance Checklist: Building Climate Control & Energy Savings

### **Pre-Inspection & Safety**

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

Scheduled Ins	pection Date			
Enter date				
Start Time of	nspection			
HVAC Unit Lo	cation			
	•	Set My Current Location		
Google			Map data ©2025	

PPE Required (Select all that apply)  Safety Glasses Gloves Hearing Protection Respirator Hard Hat  Notes on Potential Hazards  Write something  Inspector Signature  isual Inspection & Cleaning leck for leaks, debris, corrosion, and perform necessary cleaning.  Overall System Condition (Brief Description)	Enter a number		
Gloves Hearing Protection Respirator Hard Hat  Notes on Potential Hazards  Write something  Inspector Signature  isual Inspection & Cleaning leck for leaks, debris, corrosion, and perform necessary cleaning.	PPE Required (Se	elect all that apply)	
Hearing Protection Respirator Hard Hat  Notes on Potential Hazards  Write something  Inspector Signature  isual Inspection & Cleaning eck for leaks, debris, corrosion, and perform necessary cleaning.	Safety Glasses		
Respirator Hard Hat  Notes on Potential Hazards  Write something  Inspector Signature  isual Inspection & Cleaning eck for leaks, debris, corrosion, and perform necessary cleaning.	Gloves		
Notes on Potential Hazards  Write something  Inspector Signature  isual Inspection & Cleaning  eck for leaks, debris, corrosion, and perform necessary cleaning.	Hearing Protection	n	
Notes on Potential Hazards  Write something  Inspector Signature  isual Inspection & Cleaning  eck for leaks, debris, corrosion, and perform necessary cleaning.	Respirator		
Inspector Signature  isual Inspection & Cleaning eck for leaks, debris, corrosion, and perform necessary cleaning.	☐ Hard Hat		
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	ısuai inspe	ection & Cleaning	
Overall System Condition (Brief Description)	neck for leaks, debr	is, corrosion, and perform necessary cleaning.	
	Overall System C	ondition (Brief Description)	

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	
Iter Maintenance	
eck, clean or replace air filters as needed.	

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.

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	
♣ Upload File Refrigerant Charge Adjustment (oz/g)	

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)	
Enter a number	
Belt Tension Gauge Reading (if applicable)	
Enter a number	
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	
Poor	
Refrigerant Level & Pressure	
leasure and adjust refrigerant levels according to manufactur	er specifications.
leasure and adjust refrigerant levels according to manufactur	er specifications.
Suction Line Pressure (PSI)	er specifications.
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Suction Line Pressure (PSI)	er specifications.
Suction Line Pressure (PSI)  Enter a number	er specifications.
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Enter a number  Liquid Line Pressure (PSI)  Enter a number  Superheat (Degrees F)  Enter a number	er specifications.

Refrigerant Type
R-22
R-410A
☐ R-134a
R-32
Other
Natao an Bafrinanant Canditian
Notes on Refrigerant Condition
Write something
Refrigerant Added (oz)
Enter a number
Electrical Components
nspect 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
Notes on Electrical Component Condition
Write something
rainage System rify 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
Write Something
Performance Testing
Measure airflow, temperature differentials, and overall system efficiency.
Supply Air Temperature (Leaving)
Enter a number

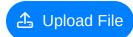
Return Air Temperature
Enter a number
Delta T (Temperature Difference)
Enter a number
Airflow (CFM)
Enter a number
Static Pressure
Enter a number
Noise Level
Normal Slightly Floyated
Slightly Elevated Elevated - Requires Investigation
Vibration Assessment
None
Minor
<ul><li>☐ Moderate</li><li>☐ Significant - Requires Investigation</li></ul>
Test Start Time

## **Post-Maintenance & Documentation**

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

Date of Maintenance	
Enter date	
Time of Maintenance Start	
Maintenance Hours	
Enter a number	
Detailed Notes on Work Performed	
Write something	
Overall System Performance (Post-Maintenance)  Excellent	
Good	
Fair	
Needs Improvement	
Petrigerant Added (Ves/No)	
Refrigerant Added (Yes/No)  Yes	
□No	

#### **Attach Photos/Reports (Optional)**



**Technician Signature**