✅ ChecklistGuro

HVAC System Performance Checklist - Retail Zones (Monthly) - Temperature, Humidity

Zone Temperature Verification

Confirm that zone temperatures are within the prescribed comfort range for retail areas. This includes checking for hot/cold spots and unusual temperature fluctuations.

Zone 1 - Actual Temperature (°F)

Enter a number...

Zone 1 - Setpoint Temperature (°F)

Enter a number...

Zone 2 - Actual Temperature (°F)

Enter a number...

Zone 2 - Setpoint Temperature (°F)

Enter a number...

Temperature Within Acceptable Range (Zone 1)?

☐ Yes

☐ No

☐ N/A

Temperature Stratification Observed?

☐ Yes

☐ No

☐ N/A

Notes/Comments on Temperature Verification (Zone 1)

Write something...

Humidity Level Assessment

Evaluate humidity levels within retail zones to ensure optimal comfort and prevent issues like condensation or dry air.

Zone 1: Relative Humidity (%)

Enter a number...

Zone 2: Relative Humidity (%)

Enter a number...

Zone 3: Relative Humidity (%)

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Enter a number...
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Average Zone Humidity (%)

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Enter a number...
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Humidity Level Status

- ☐ Within Acceptable Range
- ☐ Slightly High
- ☐ High
- ☐ Slightly Low
- ☐ Low

Comments/Observations Regarding Humidity

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Write something...
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Dehumidification Required?

- ☐ Yes
- ☐ No

Supply Air Temperature & Volume

Verify supply air temperatures and volumes from HVAC units serving the retail zones. This helps identify imbalances and inefficiencies.

Supply Air Temperature (Zone 1 - °F)

Enter a number...

Supply Air Temperature (Zone 2 - °F)

Enter a number...

Supply Air Temperature (Zone 3 - °F)

Enter a number...

Supply Air Volume (CFM) - Unit 1

Enter a number...

Supply Air Volume (CFM) - Unit 1 - Actual vs. Design

Enter a number...

Air Volume Verification - Unit 1

- ☐ Within Design Parameters
- ☐ Slightly Low
- ☐ Low
- ☐ High
- ☐ N/A - No Measurement Available

Notes on Air Volume/Temperature

Write something...

Return Air Temperature & Humidity

Check the temperature and humidity of the return air from retail zones. Significant deviations may indicate problems with the system or zone usage.

Return Air Temperature (Zone 1 - °F)

Enter a number...

Return Air Temperature (Zone 2 - °F)

Enter a number...

Return Air Temperature (Zone 2 - °C)

Enter a number...

Return Air Humidity (Zone 1 - %)

Enter a number...

Return Air Humidity (Zone 2 - %)

Enter a number...

Any unusual odors detected in return air?

☐ Yes

☐ No

Comments/Observations regarding return air temperature/humidity

Write something...

Equipment Performance (Visual & Basic)

Perform a brief visual inspection of the HVAC equipment (e.g., coils, fans, filters) and note any unusual noises, vibrations, or signs of wear.

Supply Fan Speed (RPM)

Enter a number...

Return Fan Speed (RPM)

Enter a number...

Supply Coil Condition (Visual)

☐ Clean

☐ Slightly Dirty

☐ Moderately Dirty

☐ Heavily Dirty

Return Coil Condition (Visual)

☐ Clean

☐ Slightly Dirty

☐ Moderately Dirty

☐ Heavily Dirty

Filter Condition

☐ Clean

☐ Slightly Dirty

☐ Moderately Dirty

☐ Needs Replacement

Any unusual noises or vibrations observed?

Write something...

Upload photos of equipment (optional)

⬆ Upload File

Data Logging & Trend Analysis

Review historical temperature and humidity data logs (if available) to identify trends and potential issues that require further investigation.

Average Zone Temperature (Monthly)

Enter a number...

Peak Zone Temperature (Monthly)

Enter a number...

Average Zone Humidity (Monthly)

Enter a number...

Peak Zone Humidity (Monthly)

Enter a number...

Describe any significant temperature or humidity trends observed.

Write something...

Were there any unexpected temperature or humidity spikes?

☐ Yes

☐ No

Date of Significant Trend Observed (if applicable)

Enter date...

If spikes or unusual trends were observed, note the likely cause or contributing factors (e.g., increased foot traffic, change in weather, equipment malfunction).

Write something...