



# HVAC System Performance - Guest Rooms Checklist

## Initial System Checks

Basic checks to confirm system functionality and identify immediate issues.

### Guest Room Number

### System Operational Status (Initial)

- ☐ On
- ☐ Off
- ☐ Emergency/Fault

### Voltage at Unit (V)

### Amperage Draw (A)

### Visible Damage (Physical)

- ☐ None
- ☐ Minor (Cosmetic)
- ☐ Moderate (Component Visible)
- ☐ Severe (Damage/Leak)

### Any Unusual Observations

Write something...

### Date of Last Maintenance

Enter date...

## Temperature & Humidity Verification

Assessment of guest room temperature and humidity levels against set points.

### Guest Room Temperature (Current)

Enter a number...

### Guest Room Temperature Set Point

Enter a number...

### Humidity Level (Current)

Enter a number...

### Humidity Set Point

Enter a number...

### Temperature Comfort Level

- ☐ Too Cold
- ☐ Comfortable
- ☐ Too Warm

### Humidity Comfort Level

- ☐ Too Humid
- ☐ Comfortable
- ☐ Too Dry

### Notes on Temperature/Humidity Discrepancies

Write something...

### Temperature Difference (Actual - Setpoint)

Enter a number...

## Airflow & Distribution

Evaluation of airflow patterns and uniformity within the room.

### Supply Air Temperature (Guest Room)

Enter a number...

### Return Air Temperature (Guest Room)

Enter a number...

### Air Diffuser Direction

- ☐ Upward
- ☐ Downward
- ☐ Horizontal
- ☐ Adjusted as Needed

### Airflow Issues Observed?

- ☐ Drafty Areas
- ☐ Uneven Temperature
- ☐ Stale Air
- ☐ No Issues

### Detailed Airflow Observations

Write something...

### Return Air Grille Condition

- ☐ Clear
- ☐ Partially Obstructed
- ☐ Obstructed

### Airflow Velocity (at Diffuser - Optional)

Enter a number...

## Noise & Vibration

Identification and assessment of any unusual noises or vibrations emanating from the HVAC equipment.

### Noise Level (dB) at Guest Room

Enter a number...

### Vibration Assessment

- ☐ None
- ☐ Slight
- ☐ Moderate
- ☐ Significant
- ☐ Severe

### Detailed Description of Noise/Vibration

Write something...

### Possible Source of Noise/Vibration?

- ☐ Fan Motor
- ☐ Compressor
- ☐ Ductwork
- ☐ Building Structure
- ☐ Unknown

### Fan Motor Vibration Frequency (Hz) - If Applicable

Enter a number...

### Corrective Actions Taken (if any)

Write something...

## Filter Inspection & Maintenance

Checks and maintenance related to air filters and related components.

### Filter Condition (1-10, 1=New, 10=Dirty)

Enter a number...

### Filter Type

- ☐ Fiberglass
- ☐ Pleated
- ☐ HEPA
- ☐ Electrostatic

### Last Filter Change Date

Enter date...

### Airflow across filter (inches of water)

Enter a number...

### Notes on filter condition (e.g., visible mold, excessive debris)

Write something...

### Filter Replacement Required?

☐

Yes

☐

No

### Attach Filter Photo (Optional)



Upload File

## Condensate Drain Line Inspection

Inspection of condensate drain lines for clogs and proper drainage.

### Drain Line Location (e.g., Unit #, closest access point)

 [Set My Current Location](#)



### Drain Line Slope (inches/foot) - Measure from outlet to unit

Enter a number...

### Condition of Drain Line (Visible Section)

- ☐ Clear
- ☐ Minor Debris
- ☐ Significant Debris/Clogging
- ☐ Visible Damage (Cracks, Leaks)

### Drain Line Material

- ☐ PVC
- ☐ Copper
- ☐ Other (Specify in LONG\_TEXT)



**Notes/Details Regarding Drain Line Condition (if 'Other' selected above, specify material)**

Write something...

**Evidence of Previous Clogs?**

- ☐ No
- ☐ Yes (Algae/Mold present)
- ☐ Yes (Mineral Deposits)
- ☐ Yes (Other - Specify in LONG\_TEXT)

**Further Explanation of Previous Clogs (if applicable)**

Write something...

**Pressure Test Result (if tested) - in PSI**

Enter a number...

## Component Performance & Efficiency

Assessment of individual component performance (e.g., fan motors, compressors).

**Compressor Discharge Air Temperature (deg F)**

Enter a number...

### Supply Air Temperature (deg F)

Enter a number...

### Return Air Temperature (deg F)

Enter a number...

### Fan Motor Amperage (Actual vs. Rated)

Enter a number...

### Compressor Operational Status

- ☐ Normal
- ☐ Cycling
- ☐ Faulted
- ☐ Off

### Condenser Coil Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty
- ☐ Severely Dirty

### Notes on Compressor Performance (e.g., unusual noises, vibrations)

Write something...

### Evaporator Coil Temperature Difference (Entering/Leaving deg F)

Enter a number...

## Control System Functionality

Verification of proper operation of thermostats, sensors, and control sequences.

### Thermostat Setpoint Verification: Current Temperature (Guest Room)

Enter a number...

### Thermostat Setpoint Verification: Target Temperature (Guest Room)

Enter a number...

### Thermostat Mode Verification

- ☐ Cool
- ☐ Heat
- ☐ Auto
- ☐ Off

### Sensor Calibration Check (if applicable)

- ☐ Within Tolerance
- ☐ Out of Tolerance - Calibration Required
- ☐ N/A - No Calibration Needed

### Notes on Control System Performance or Issues Encountered

Write something...

### Last Control System Software Update Date

Enter date...

### System Response to Temperature Adjustment (Cooling)

- ☐ Immediate and Appropriate
- ☐ Delayed Response
- ☐ No Response
- ☐ Erratic Response

## Safety Checks

Inspection of safety devices and procedures related to HVAC operation.

**Electrical Disconnect Verification: Confirm disconnect switch is labeled and functional. Record Amperage.**

Enter a number...

### Carbon Monoxide Detector Status (if applicable):

- ☐ Operational & Within Expiration Date
- ☐ Malfunctioning
- ☐ Not Installed

### Emergency Shut-Off Access:

- ☐ Accessible and Unobstructed
- ☐ Obstructed
- ☐ Not Located/Identified

### Refrigerant Leak Detection: Record readings from refrigerant leak detector (if applicable).

Enter a number...

### Safety Concerns/Observations:

Write something...

### Clearance Around Equipment:

- ☐ Adequate Clearance
- ☐ Insufficient Clearance
- ☐ Not Applicable

## Documentation & Reporting

Record-keeping of findings, maintenance performed, and recommendations.

### Date of Inspection

Enter date...

### Time of Inspection

**Room Number**

Enter a number...

**Summary of Findings**

Write something...

**Maintenance Actions Performed**

Write something...

**Overall System Performance Rating**

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

**Attach Photos/Videos (if applicable)**

 Upload File

**Technician Initials**

Write something...

**Recommendations for Future Maintenance**

Write something...