



HVAC System Performance - Learning Zones Checklist

Zone Temperature & Humidity

Verification of temperature and humidity levels within the learning zones, ensuring comfort and suitability for learning activities.

Zone Setpoint Temperature (Current)

Zone Temperature (Actual)

Zone Humidity (Current)

Humidity Setpoint

Temperature Comfort Level

- ☐ Too Cold
- ☐ Comfortable
- ☐ Too Warm

Humidity Comfort Level

- ☐ Too Humid
- ☐ Comfortable
- ☐ Too Dry

Notes/Observations about Temperature & Humidity

Write something...

Date of Measurement

Enter date...

Time of Measurement

Airflow and Ventilation

Assessment of airflow patterns and ventilation rates to confirm adequate fresh air supply and removal of stale air.

Measured Airflow (CFM) at Supply Diffuser 1

Enter a number...

Measured Airflow (CFM) at Supply Diffuser 2

Enter a number...

Room Air Changes per Hour (ACH)

Enter a number...

Supply Diffuser Orientation (Typical)

- ☐ Horizontal
- ☐ Vertical
- ☐ Angled

Observed Airflow Issues

- ☐ Drafts
- ☐ Uneven Temperature Distribution
- ☐ Insufficient Ventilation
- ☐ Excessive Noise
- ☐ None

Description of any observed airflow irregularities.

Write something...

Exhaust Fan Operational Status

- ☐ Operational
- ☐ Not Operational
- ☐ Partial Operational

Measured Static Pressure (inches of water)

Enter a number...

Equipment Performance (AHUs, FCUs, VRFs)

Evaluation of the operational efficiency and condition of Heating, Ventilation, and Air Conditioning equipment serving the learning zones.

AHU/FCU Supply Air Temperature (SAT) - Zone 1 (°F)

Enter a number...

AHU/FCU Return Air Temperature (RAT) - Zone 1 (°F)

Enter a number...

VRF Outdoor Unit Suction Pressure (psig) - Zone 2

Enter a number...

FCU Fan Speed (RPM) - Zone 3

Enter a number...

AHU/FCU Compressor Status (Zone 1)

- ☐ Operating Normally
- ☐ Fault/Alarm
- ☐ Degraded Performance

VRF Indoor Unit Defrost Cycle Status (Zone 1)

- ☐ Normal
- ☐ Frequent
- ☐ Extended

Observed Operational Issues/Notes (AHU/FCU/VRF)

Write something...

Date of Last Filter Replacement (AHU/FCU)

Enter date...

Control System Operation

Verification of the control system's functionality, scheduling, and responsiveness to occupancy and external conditions.

Scheduled Start Time (Hour)

Enter a number...

Scheduled Stop Time (Hour)

Enter a number...

Operating Mode (Cool, Heat, Auto, Off)

- ☐ Cool
- ☐ Heat
- ☐ Auto
- ☐ Off

Zone Temperature Setpoint (°C)

Enter a number...

Outdoor Air Damper Position (%)

Enter a number...

Demand Limiting Activated?

- ☐ Yes
- ☐ No
- ☐ N/A

Notes on Control System Behavior

Write something...

Noise and Vibration Levels

Measurement and assessment of noise and vibration levels within the learning zones to minimize distractions and ensure a comfortable learning environment.

Ambient Noise Level (dB)

Enter a number...

Equipment Vibration Level (mm/s)

Enter a number...

Noise Source Identification

- ☐ HVAC Equipment
- ☐ Piping
- ☐ External Sources (Traffic, Construction)
- ☐ Other - Please Specify

Detailed Description of Noise/Vibration Issues (if any)

Write something...

Perceived Noise Level (Subjective)


- ☐ Acceptable
- ☐ Slightly Noticeable
- ☐ Distracting
- ☐ Unacceptable

Noise/Vibration Source Location

 [Set My Current Location](#)



Sound Recording (Optional)

 [Upload File](#)

Air Quality

Assessment of air quality, including CO2 levels, particulate matter, and potential contaminants.

CO2 Level (ppm)

PM2.5 Concentration (µg/m³)

PM10 Concentration ($\mu\text{g}/\text{m}^3$)

Enter a number...

Presence of Visible Particulates?

- ☐ Yes
- ☐ No
- ☐ Uncertain


Odor Detected?

- ☐ Yes
- ☐ No
- ☐ Uncertain

Describe any unusual odors or conditions observed:

Write something...

Photos/Videos of Air Quality Concerns:

 Upload File

Date of Air Quality Assessment

Enter date...

Energy Consumption

Review of energy consumption data for the learning zones to identify opportunities for optimization.

Average Monthly kWh Consumption (Learning Zones)

Enter a number...

Peak Hourly kWh Consumption (Learning Zones)

Enter a number...

Energy Consumption per Square Foot/Meter (Learning Zones)

Enter a number...

Current Energy Tariff Type

- ☐ Fixed Rate
- ☐ Variable Rate
- ☐ Time-of-Use
- ☐ Demand Charge

Notes on Energy Consumption Trends (e.g., increase/decrease, anomalies)

Write something...

Date of Last Energy Consumption Baseline Measurement

Enter date...

Upload Energy Bill/Consumption Data Report (if available)

 Upload File

Maintenance & Service Records

Review of maintenance logs, service reports, and filter replacement records for the HVAC equipment serving the learning zones.

Last Filter Replacement Date (Zone 1)

Enter date...

Last Filter Replacement Date (Zone 2)

Enter date...

AHU/FCU Static Pressure (in WC)

Enter a number...

Supply Air Temperature (in °F/°C)

Enter a number...

Condition of Belts/Pulleys (AHU/FCU)

☐ Good

☐ Fair

☐ Poor

Notes on Recent Servicing (if any)

Write something...

Refrigerant Leak Check Performed?

- ☐ Yes
- ☐ No

Upload Service Reports (if applicable)

 Upload File