

# HVAC MAINTENANCE INSPECTION CHECKLIST

## GENERAL INFORMATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

### Air Filters

Yes  No — Air filters are clean or replaced according to schedule

Yes  No — Filter type matches system specifications

Yes  No — No debris or dust buildup around intake areas

### Thermostat and Controls

Yes  No — Thermostat is functioning correctly and calibrated

Yes  No — System responds properly to heating and cooling settings

Yes  No — Control panel shows no error codes or malfunctions

### Electrical Components

Yes  No — Wiring is intact and connections are tight

Yes  No — Breakers, fuses, and capacitors are tested and operational

Yes  No — No signs of overheating or burning at connection points

## **Heating and Cooling Operation**

- Yes  No — Heating elements and burners are clean and functional
- Yes  No — Cooling components (compressor, coils) operate efficiently
- Yes  No — Proper temperature output is verified

## **Refrigerant System**

- Yes  No — Refrigerant levels are within acceptable range
- Yes  No — No signs of leaks, corrosion, or ice buildup
- Yes  No — Pressure readings are consistent with manufacturer specs

## **Condensate Drainage**

- Yes  No — Condensate drain line is clear and draining properly
- Yes  No — Drain pan is clean and free of standing water
- Yes  No — No evidence of mold, algae, or blockages

## **Ductwork and Vents**

- Yes  No — Ducts are intact with no visible damage or disconnections
- Yes  No — Supply and return vents are clean and unobstructed
- Yes  No — Airflow is balanced throughout the system

**Fan and Blower**

- Yes  No — Fan motor is lubricated and runs smoothly
- Yes  No — Blower wheel is clean and aligned properly
- Yes  No — No unusual vibrations or noises during operation

**General Condition and Safety**

- Yes  No — Unit exterior and cabinet are clean and secure
- Yes  No — All access panels are in place and fastened properly
- Yes  No — Unit meets all local safety codes and guidelines

**FINAL NOTES**

**Inspector Comments:**

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**Inspector Name:** \_\_\_\_\_

**Inspector Email:** \_\_\_\_\_

**Inspection Date:** \_\_\_\_\_

I confirm this inspection was completed accurately