

Appendix E – HVAC Inspection Checklist

Building: _____ Location: _____ Date: _____

Equipment: _____ Manufacturer: _____

Other ID: _____ File # : _____ Prepared by: _____

Parameter	Condition		Notes	Priority L, M, H
	OK	Not OK		
Outdoor Air Intake				
Bird screen				
Air flow unobstructed				
No close-by pollutant sources				
Mixing Plenum				
Clean				
Coils and Condensate Pans:				
Clean, no corrosion				
No odors				
No microbial growth				
Pans draining, traps filled				
Humidifiers				
Clean				
No standing water or overflow				
No microbial growth or mineral deposits				
Controls				
Set points				
Functioning				
Fans				
Clean, no corrosion				
No excess vibration				
Belts				
No excess noise or vibration				
No leakage				
Pressurization				
Filters				
General condition				
Installed properly (no bypass)				
No odors/visible pollution				

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Table of Contents Hvac Checklist Forms

1. Understanding the eBook Hvac Checklist Forms
 - The Rise of Digital Reading Hvac Checklist Forms
 - Advantages of eBooks Over Traditional Books
2. Identifying Hvac Checklist Forms
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hvac Checklist Forms
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hvac Checklist Forms
 - Personalized Recommendations

- Hvac Checklist Forms User Reviews and Ratings
- Hvac Checklist Forms and Bestseller Lists
- 5. Accessing Hvac Checklist Forms Free and Paid eBooks
 - Hvac Checklist Forms Public Domain eBooks
 - Hvac Checklist Forms eBook Subscription Services
 - Hvac Checklist Forms Budget-Friendly Options
- 6. Navigating Hvac Checklist Forms eBook Formats
 - ePub, PDF, MOBI, and More
 - Hvac Checklist Forms Compatibility with Devices
 - Hvac Checklist Forms Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hvac Checklist Forms
 - Highlighting and Note-Taking Hvac Checklist Forms
 - Interactive Elements Hvac Checklist Forms
- 8. Staying Engaged with Hvac Checklist Forms
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hvac Checklist Forms
- 9. Balancing eBooks and Physical Books Hvac Checklist Forms
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hvac Checklist Forms
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Hvac Checklist Forms
 - Setting Reading Goals Hvac Checklist Forms
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hvac Checklist Forms
 - Fact-Checking eBook Content of Hvac Checklist Forms

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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