

HVAC

INSPECTION

checklist

GENERAL INSPECTION

- ☐ CHECK THERMOSTAT SETTINGS AND FUNCTIONALITY.
- ☐ INSPECT AND TIGHTEN ELECTRICAL CONNECTIONS.
- ☐ MEASURE VOLTAGE AND CURRENT ON MOTORS.
- ☐ TEST OVERALL SYSTEM STARTUP AND SHUTDOWN OPERATIONS.
- ☐ INSPECT SYSTEM CONTROLS FOR PROPER SEQUENCING.

COOLING SYSTEM

- ☐ INSPECT AND CLEAN CONDENSER COILS.
- ☐ CHECK REFRIGERANT LEVELS AND TEST FOR LEAKS.
- ☐ INSPECT BLOWER COMPONENTS FOR PROPER AIRFLOW.
- ☐ CHECK AND CLEAR THE CONDENSATE DRAIN FOR CLOGS.
- ☐ TEST OPERATION OF THE COMPRESSOR AND CONDENSER FAN MOTOR.

HEATING SYSTEM

- ☐ INSPECT AND CLEAN BURNERS AND FLAME SENSORS.
- ☐ TEST THE IGNITION SYSTEM FOR PROPER OPERATION.
- ☐ INSPECT THE HEAT EXCHANGER FOR CRACKS OR CORROSION.
- ☐ VERIFY GAS PRESSURE AND ADJUST AS NEEDED.
- ☐ CHECK FOR CARBON MONOXIDE LEAKS USING A CO DETECTOR.

DUCTWORK & VENTILATION

- ☐ CHECK DUCTS FOR LEAKS, BLOCKAGES, OR POOR INSULATION.
- ☐ INSPECT AND CLEAN RETURN AND SUPPLY VENTS.
- ☐ TEST OVERALL AIRFLOW AND ADJUST IF NECESSARY.
- ☐ INSPECT DUCT JOINTS AND CONNECTIONS FOR PROPER SEALING.

FINAL CHECKS

- ☐ REPLACE OR CLEAN AIR FILTERS.
- ☐ LUBRICATE MOVING PARTS TO REDUCE WEAR.
- ☐ RECORD SYSTEM PERFORMANCE METRICS AND SHARE WITH THE CLIENT.
- ☐ VERIFY ALL PANELS AND ACCESS DOORS ARE SECURELY FASTENED.

Hvac Inspection Manual

JR Anderson



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