

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				