

HVAC Checklist - Short Form

Building Name: _____ Address: _____

Completed by: _____ Date: _____ File Number: _____

AIR HANDLING UNIT

■ Unit Identification _____ Area served _____

Outdoor Air Intake, Mixing Plenum, and Damper

■ Outdoor air intake location _____

■ Nearby contaminant sources? (describe) _____

■ Bird screen in place and unobstructed? _____

■ Design total cfm _____ outdoor air (O.A.) cfm _____ date last tested and balanced _____

■ Minimum % O.A. (damper setting) _____ Minimum cfm O.A. $\frac{\text{(total cfm} \times \text{minimum \% O.A.)}}{100} =$ _____

■ Current O.A. damper setting (date, time, and HVAC operating mode) _____

■ Damper control sequence (describe) _____

■ Condition of dampers and controls (note date) _____

Fans

■ Control sequence _____

■ Condition (note date) _____

■ Indicated temperatures supply air _____ mixed air _____ return air _____ outdoor air _____

■ Actual temperatures supply air _____ mixed air _____ return air _____ outdoor air _____

Coils

■ Heating fluid discharge temperature _____ ΔT _____ cooling fluid discharge temperature _____ ΔT _____

■ Controls (describe) _____

■ Condition (note date) _____

Humidifier

■ Type _____ if biocide is used, note type _____

■ Condition (no overflow, drains trapped, all nozzles working?) _____

■ No slime, visible growth, or mineral deposits? _____

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DISTRIBUTION SYSTEM

Zone/ Room	System Type	Supply Air		Return Air		Power Exhaust		
		ducted/ unducted	cfm*	ducted/ unducted	cfm*	cfm*	control	serves (e.g. toilet)

Condition of distribution system and terminal equipment (note locations of problems)

- Adequate access for maintenance? _____
- Ducts and coils clean and unobstructed? _____
- Air paths unobstructed? supply _____ return _____ transfer _____ exhaust _____ make-up _____
- Note locations of blocked air paths, diffusers, or grilles _____
- Any unintentional openings into plenums? _____
- Controls operating properly? _____
- Air volume correct? _____
- Drain pans clean? Any visible growth or odors? _____

Filters

Location	Type/Rating	Size	Date Last Changed	Condition (give date)