

HVAC Inspection Check List

Facility Name: _____

Inspector's Name: _____

Address: _____

Inspector's Agency: _____

Phone Number: _____

Inspector's License No.: _____

HVAC Unit Number and Location:

Phone Number: _____

Inspector's Signature: _____

Heat Pump:

1. Inspect and change filters as needed.
2. Check and clean drain lines and pans as needed.
3. Inspect belts and fan blades.
4. Check and lubricate motor bearings as needed.
5. Clean evaporator and condenser coils.
6. Check and record compressor current. Amps: _____
7. Record compressor Freon pressures. High Side: _____ Low Side: _____
8. Check calibration of thermostat.
9. Inspect auxiliary electric heat strips.
 - a. Are connections tight? Yes No
 - b. Record current. Amps: _____
10. Record fan current. Amps: _____

Gas Pack:

1. Inspect and change filters as needed.
2. Inspect combustion chamber for leaks.
3. Verify operation of main gas valve and igniter.
4. Inspect combustion chamber vent.

NOTE: Duct must exit building at a height to ensure no products of combustion can enter building. Duct must allow free airflow. Duct must not contain debris and must not be collapsed.
5. Clean evaporator and condenser coils.
6. Check and record compressor current. Amps: _____
7. Record compressor Freon pressures. High Side: _____ Low Side: _____
8. Check calibration of thermostat.
9. Record fan current. Amps: _____

Ducting:

- Inspect supply and return ducting for missing or loose insulation, air leaks, and collapsed or bent ducts.

Comments:
