



## CHECKLISTS TO KEEP YOU ORGANIZED

# HVAC Inspection Checklists

Using an HVAC inspection checklist helps you troubleshoot for your customers' systems consistently and thoroughly. We designed six different checklists to help you complete thorough inspections—and they're all rolled into one handy PDF.

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### 1. Air conditioner inspection

- ☐ Inspect the outdoor condensing unit
- ☐ Inspect and clean the condenser coil to remove dirt and debris
- ☐ Inspect and clean the evaporator coil
- ☐ Inspect the blower assembly
- ☐ Check blower speed
- ☐ Inspect lines for visible refrigerant leaks or damage
- ☐ Check the condensate drain pan and drain line for damage
- ☐ Check air registers and ducts for cleanliness
- ☐ Check refrigerant lines for leaks or damage
- ☐ Ensure that superheat and subcooling are correct
- ☐ Inspect the drain line
- ☐ Check electrical components and look for loose or damaged connections
- ☐ Verify that all equipment has the correct voltage
- ☐ Inspect the suction and discharge pressure
- ☐ Inspect supply and return air static pressure
- ☐ Inspect belts for wear and tightness
- ☐ Clean the control panel and ensure it works properly
- ☐ Verify thermostat sensors are working properly
- ☐ Ensure the thermostat is operating as required
- ☐ Verify that temperatures decrease as required
- ☐ Take note of any necessary AC maintenance and repair work
- ☐ Cycle the HVAC system to make sure it's working properly

## 2. Heat pump inspection

- ☐ Make sure the outdoor coil is clean, undamaged, and free of ice buildup or debris
- ☐ Ensure the pump is elevated from the ground and away from leaky gutters
- ☐ Check for and repair air duct leakage
- ☐ Take note of any necessary heat pump repair work
- ☐ Inspect and clean the condenser coil
- ☐ Inspect and clean the evaporator coil
- ☐ Check the bearings and blower motor
- ☐ Examine the blower belt and take note of wear or tension
- ☐ Inspect lines for visible refrigerant leaks
- ☐ Check the condensate drain pan and drain line for damage
- ☐ Check air registers and ducts for cleanliness
- ☐ Check refrigerant lines for leaks
- ☐ Ensure that superheat and subcooling are correct
- ☐ Inspect the drain line
- ☐ Check electrical components and look for loose or damaged connections
- ☐ Verify that all equipment has the correct voltage
- ☐ Inspect the suction and discharge pressure
- ☐ Inspect supply and return air static pressure
- ☐ Lubricate motors and inspect belts for wear and tightness
- ☐ Inspect the thermostat and ensure the control panel is clean and functional
- ☐ Verify thermostat sensors are working properly
- ☐ Verify that temperatures increase as required
- ☐ Take note of any necessary HVAC maintenance and repair work
- ☐ Cycle the HVAC system to make sure it's working properly

## 3. Ductless mini-split inspection

### Outdoor unit

- ☐ Inspect the outdoor housing unit
- ☐ Check all wires and pipes on the outdoor condensing unit
- ☐ Listen for excessive vibration on the condenser
- ☐ Inspect the blower fan, motor, and electrical system
- ☐ Check if the blower is running at the right speed
- ☐ Clean the HVAC filter and check for damage
- ☐ Inspect refrigerant lines for visible leaks
- ☐ Ensure that superheat and subcooling are correct

- ☐ Check electrical components and look for loose or damaged connections
- ☐ Inspect the condensate drain pan and drain line
- ☐ Inspect the mini split's wiring and control unit
- ☐ Inspect the suction and discharge pressure
- ☐ Inspect supply and return air static pressure
- ☐ Verify that all equipment has the correct voltage
- ☐ Clean the control panel and inspect thermostat operation and programming
- ☐ Verify that temperatures increase and decrease as required
- ☐ Take note of any necessary HVAC maintenance and repair work
- ☐ Cycle the HVAC system to make sure it's working properly

#### **Indoor unit**

- ☐ Check that remote batteries are charged
- ☐ Inspect indoor housing
- ☐ Clean the indoor coil and inspect for damage
- ☐ Clean the louver motor and make sure it's functional
- ☐ Check air filters for damage, ice, or excessive dust
- ☐ Inspect refrigerant lines for visible leaks
- ☐ Inspect flare connections
- ☐ Inspect the condensate line and confirm pump is operational
- ☐ Inspect blower wheel
- ☐ Inspect the mini split's wiring and control unit
- ☐ Verify that all equipment has the correct voltage
- ☐ Inspect the thermostat operation and programming
- ☐ Flush the drain line
- ☐ Take note of any necessary HVAC maintenance and repair work
- ☐ Cycle the HVAC system to make sure it's working properly

## **4. Gas furnace inspection**

- ☐ Listen for excessive noise or vibration when the furnace is running
- ☐ Check that the blower fan is properly connected
- ☐ Inspect the blower assembly for proper operation
- ☐ Check the air filter for dirt accumulation
- ☐ Inspect the heat exchanger for corrosion, cracks, or damage in the ignitor, flame sensor, and associated wiring
- ☐ Listen for clicking in the spark ignitor (if installed)
- ☐ Inspect wiring and control circuit

- ☐ Check that wires are secured to the pressure switches
- ☐ Check electrical components and look for loose or damaged connections
- ☐ Check the cover panel for signs of water, corrosion, and blockage
- ☐ Check that all furnace safety controls work properly
- ☐ Inspect the gas piping and gas valve assembly for leaks
- ☐ Check if vent connector pipes are securely fastened and supported
- ☐ Check ductwork for damage and moisture accumulation
- ☐ Check sensors for accuracy
- ☐ Confirm the correct voltage to the equipment
- ☐ Verify supply and return air static pressures
- ☐ Test and measure carbon monoxide levels around the furnace
- ☐ Verify thermostat operation and programming
- ☐ Clean or replace the filter
- ☐ Check motor amps
- ☐ Check inlet and outlet gas pressure
- ☐ Verify that temperatures increase as required during operation
- ☐ Ensure all components of the furnace unit are clean and free of dust and debris
- ☐ Take note of any necessary furnace maintenance and repair work
- ☐ Cycle the furnace to check for proper operation

## 5. Electric furnace inspection

- ☐ Check that the blower fan is clean, undamaged, and operating properly
- ☐ Measure blower motor amp draw
- ☐ Check air filters for dust and dirt
- ☐ Check that all humidifier components are positioned properly
- ☐ Check heat strips for corrosion, pitting, or burns
- ☐ Measure heat strip amp draw
- ☐ Verify the continuity of heat strips
- ☐ Check that sequencers are operating properly
- ☐ Check electrical components and look for loose or damaged connections
- ☐ Inspect fuses
- ☐ Inspect limit switches
- ☐ Check ductwork for cracks, holes, and gas leaks
- ☐ Test low voltage and line voltage across the thermostat's terminals
- ☐ Replace the filter or clean the air cleaner
- ☐ Take note of any necessary furnace maintenance and repair work
- ☐ Cycle the furnace to check for proper operation

## 6. Hot water tank inspection

- ☐ Check for visible rust and leaks in the unit and piping
- ☐ Check tank temperature setting and hot water output temperature
- ☐ Inspect burners
- ☐ Confirm flame is visible
- ☐ Confirm relief valve is operational
- ☐ Check venting system
- ☐ Check drainage from the valve
- ☐ Ensure equipment is clean and free of dust and debris
- ☐ Take note of any necessary HVAC maintenance and repair work
- ☐ Cycle the HVAC system to make sure it's working properly

## 7. Tankless water heater inspection checklist

- ☐ Check for water leaks surrounding the system
- ☐ Clean out sediment, dust, and oil from the water filter
- ☐ Remove and clean dirt traps
- ☐ Check the hot water temperature
- ☐ Confirm flame is visible
- ☐ Confirm relief valve is operational
- ☐ Check venting system
- ☐ Look for any fault codes
- ☐ Inspect and clean the burner
- ☐ Inspect and clean the spark rod, inlet filter, and flame sensor
- ☐ Inspect and clean the combustion chamber
- ☐ Flush the hot water system with white distilled vinegar (if the unit is less than 5 years old)
- ☐ Ensure equipment is clean and free of dust and debris
- ☐ Take note of any necessary HVAC maintenance and repair work
- ☐ Cycle the HVAC system to make sure it's working properly

## 8. Indoor HVAC inspection

- ☐ Check thermostat settings and performance
- ☐ Inspect all filters and clean/replace if needed
- ☐ Ensure all systems are clean and free of damage
- ☐ Inspect and clean registers to improve airflow

- ☐ Check the furnace for rust or damage
- ☐ Drain and flush all water systems
- ☐ Lubricate equipment as needed
- ☐ Check air quality equipment (e.g., humidifier, dehumidifier, air purifier)
- ☐ Check indoor air quality and humidity levels
- ☐ Check ambient temperature in various areas of the building
- ☐ Check water temperatures
- ☐ Listen for unusual sounds during operation
- ☐ Take note of any necessary HVAC maintenance and repair work
- ☐ Cycle the HVAC system to make sure it's working properly

## **9. Outdoor HVAC inspection**

- ☐ Check the unit for damage (e.g., rust, dents, broken parts)
- ☐ Check thermostat settings and performance
- ☐ Check to make sure all systems are clean and free of debris
- ☐ Ensure units are raised above the ground, securely mounted, and sitting level
- ☐ Make sure the unit is at least 2 feet away from other objects
- ☐ Check refrigerant lines for damage or leaks
- ☐ Check electrical components and look for loose or damaged connections
- ☐ Inspect the condensate drain pan and drain line
- ☐ Check for correct voltage and secure connections
- ☐ Inspect all components for damage, corrosion, wear, and tension
- ☐ Verify that temperatures increase and decrease as required
- ☐ Listen for unusual sounds during operation
- ☐ Take note of any necessary HVAC maintenance and repair work
- ☐ Cycle the HVAC system to make sure it's working properly