

Duct Maintenance Checklist

Customer and system information

Customer name:	<input type="text"/>	Date:	<input type="text"/>
Service address:	<input type="text"/>	Work order #:	<input type="text"/>
Technician:	<input type="text"/>	Last maintenance date:	<input type="text"/>
System type:	<input type="text"/>	System age (yrs):	<input type="text"/>
Duct material:	<input type="text"/>	Duct location:	<input type="text"/>

Visual inspection -- supply system

<input type="checkbox"/> Supply trunk duct -- no visible holes, cracks, or open joints	Condition (G/F/P/N/A):	<input type="text"/>
<input type="checkbox"/> Supply branch ducts -- all connections intact and no disconnects	Condition (G/F/P/N/A):	<input type="text"/>
<input type="checkbox"/> Supply registers / diffusers -- clean, undamaged, and fully open	Condition (G/F/P/N/A):	<input type="text"/>
<input type="checkbox"/> Supply plenum -- sealed, no corrosion, no pest intrusion signs	Condition (G/F/P/N/A):	<input type="text"/>
<input type="checkbox"/> Flex duct (if present) -- no kinks, compressions, or tears in jacket	Condition (G/F/P/N/A):	<input type="text"/>
<input type="checkbox"/> Insulation on supply ducts -- intact, R-value label visible	Condition (G/F/P/N/A):	<input type="text"/>

Visual inspection -- return system

<input type="checkbox"/> Return trunk duct -- no visible holes, gaps, or open seams	Condition (G/F/P/N/A):	<input type="text"/>
<input type="checkbox"/> Return grilles -- clean, undamaged, not blocked by furniture or insulation	Condition (G/F/P/N/A):	<input type="text"/>
<input type="checkbox"/> Return air plenum -- sealed, no signs of moisture or pest activity	Condition (G/F/P/N/A):	<input type="text"/>
<input type="checkbox"/> Return duct insulation -- intact where required	Condition (G/F/P/N/A):	<input type="text"/>
<input type="checkbox"/> Filter slot / filter rack -- no air bypass around filter	Condition (G/F/P/N/A):	<input type="text"/>

Sealing and leakage assessment

- Smoke pencil or visual inspection performed at major joints and connections
- All accessible leaks sealed with mastic sealant or UL 181-rated foil tape
- Sheet metal screws confirmed at all slip-fit connections
- Duct boot connections at registers sealed and secured

Estimated leakage (if duct blaster test performed): CFM25

Leakage as % of system airflow (if tested): %

Cleaning assessment

- Supply and return registers inspected for dust buildup and debris
- Registers cleaned or cleaned by customer per technician recommendation
- Visible mold, moisture staining, or microbial growth identified in ductwork
- Professional duct cleaning recommended (if buildup or mold found)
- Dryer vent duct inspected (if applicable) -- no blockage or excessive lint

Cleaning observations:

Insulation condition

- Attic duct insulation -- no compression, gaps, or displaced sections Condition (G/F/P/N/A):
 - Crawl space duct insulation -- no water damage, sagging, or pest damage Condition (G/F/P/N/A):
 - Basement / interior duct insulation -- intact Condition (G/F/P/N/A):
 - Vapor barrier on duct insulation -- sealed at all seams Condition (G/F/P/N/A):
- Current insulation R-value (labeled or estimated): Target R-value for this climate zone:
- Insulation upgrade recommended (if current R-value below IECC minimum)

Airflow verification

- Static pressure (external): in. w.g.
- Supply air temperature: °F
- Return air temperature: °F
- Temperature differential (delta T): °F
- All supply registers have balanced, measurable airflow
 - No supply registers blocked, redirected, or closed off
 - Zoning dampers (if present) operating correctly

Findings and recommendations

Findings:

Recommended repairs or follow-up:

Sign-off

Technician signature:

Date:

Customer acknowledgment:

Date: