

# HVAC INSPECTION CHECKLIST

## 1. General Information

Client Name:	
Property Address:	
Date of Inspection:	
Technician/Inspector Name:	
System Type (Check all that apply): <input type="checkbox"/> Split System <input type="checkbox"/> Packaged Unit <input type="checkbox"/> Heat Pump <input type="checkbox"/> Furnace <input type="checkbox"/> Rooftop Unit <input type="checkbox"/> Mini-Split	
Manufacturer/Model #:	
Serial #:	

## 2. Thermostat & Controls

- Verify thermostat operation in heating and cooling modes
- Confirm temperature settings and programming
- Replace thermostat batteries (if applicable)
- Inspect mounting and physical condition
- Calibrate thermostat (if needed)

## 3. Indoor Unit (Air Handler/Furnace)

- Inspect blower motor, wheel, and housing
- Measure blower motor amperage: \_\_\_\_\_amps
- Inspect heat exchanger (if furnace):
  - Cracks    Rust    Soot
- Inspect and clean evaporator coil (if accessible)
- Check furnace burners for cleanliness and ignition
- Inspect flame sensor and pilot light
- Test high-limit and rollout safety switches
- Inspect and tighten electrical connections
- Check air filter condition (size: \_\_\_\_\_)

- Check temperature split (return/supply):  
Return Air: \_\_\_\_\_ °F  
Supply Air: \_\_\_\_\_ °F  
 $\Delta T$ : \_\_\_\_\_ °F
  - Check condensate drain pan and line for clogs or leaks
  - Test float switch or secondary pan safety
  - Inspect cabinet insulation and condition
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## 4. Outdoor Unit (Condenser/Heat Pump)

- Clean and inspect condenser coil
- Inspect coil fins and straighten if necessary
- Check refrigerant line insulation
- Verify refrigerant pressures:  
Low Side: \_\_\_\_\_ psi  
High Side: \_\_\_\_\_ psi
- Measure compressor amperage: \_\_\_\_\_ amps
- Measure condenser fan motor amperage: \_\_\_\_\_ amps
- Inspect contactor, capacitor, and electrical components
- Inspect disconnect box and verify secure mounting
- Verify correct voltage at unit: \_\_\_\_\_ volts
- Check fan operation and blade condition
- Listen for abnormal noise or vibration

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## 5. Ductwork & Ventilation

- Inspect visible ducts for leaks, disconnections, or damage
- Check duct insulation condition
- Confirm airflow at supply and return registers
- Test air balancing (optional)
- Check for mold, dust, or debris buildup
- Inspect dampers (manual or motorized) for function
- Recommend duct cleaning if needed

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## 6. Optional Checks

- Test UV light (if installed)
- Inspect air purifier or ERV/HRV system
- Inspect zoning system components
- Recommend programmable/smart thermostat upgrade
- Recommend additional IAQ (indoor air quality) accessories
- Offer preventive maintenance plan to customer

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## 7. Inspection Summary

System Condition:

Excellent  Good  Fair  Poor

Any Safety Hazards Identified?

Yes  No

If yes, explain:

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Repairs Needed:

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Recommendations:

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**Technician Sign-Off**

Technician Signature:

Date: