



# HVAC Tune up Checklist

8 May 2026 / Baker Alexander - Walker

**Complete**

<b>Score</b>	9 / 13 (69.23%)	<b>Flagged items</b>	4	<b>Actions</b>	1
<b>Site conducted</b>					Unanswered
<b>Conducted on</b>					08.05.2026 15:33 PST
<b>Prepared by</b>					Baker Alexander - Walker
<b>Location</b>					780 Villa St, Elgin, IL 60120, USA (42.0287796, -88.2616121)

## Flagged items & Actions

4 flagged, 1 action

### Flagged items

4 flagged, 1 action

HVAC Tune up Checklist / HVAC Tune up / HVAC Tune up 1

#### Are all switches working?

No

One of the switches for the thermostat is not turning. Needs servicing.



Photo 1

**To do** | Assignee: SafetyCulture Staff | Priority: High | Due: 15.05.2026 15:37 PST | Created by: SafetyCulture Staff

#### Repair Thermostat Switch

Asset Code: AST-HVAC-MFG-00472

Asset Name: Rooftop HVAC Unit – Production Floor 2

Zone: HVAC-ZN-C02

HVAC Tune up Checklist / HVAC Tune up / HVAC Tune up 1

#### Are thermostat settings working as intended?

No

All thermostat settings are okay but one switch is not working.

HVAC Tune up Checklist / HVAC Tune up / HVAC Tune up 1

#### Are there any leaks to be aware of?

No

HVAC Tune up Checklist / HVAC Tune up / HVAC Tune up 1

#### Are there any insects or rodents?

No

### Other actions

0 actions

## HVAC Tune up Checklist

4 flagged, 1 action, 9 / 13 (69.23%)

Use the following section to guide you throughout your HVAC tune up process. If something does not apply to your needs, mark it with "N/A". If applicable, attach photos and videos for specific issues, and notes for additional information.

Repeat the section as necessary for multiple HVAC tune up sessions, or duplicate this form.

HVAC Tune up

4 flagged, 1 action, 9 / 13 (69.23%)

HVAC Tune up 1

4 flagged, 1 action, 9 / 13 (69.23%)

**Has the HVAC system's outer appearance been inspected?**

Yes

Nothing was missed with outer appearance

**Are all switches working?**

No

One of the switches for the thermostat is not turning. Needs servicing.



Photo 1

**To do** | Assignee: SafetyCulture Staff | Priority: High | Due: 15.05.2026 15:37 PST | Created by: SafetyCulture Staff

Repair Thermostat Switch

Asset Code: AST-HVAC-MFG-00472

Asset Name: Rooftop HVAC Unit – Production Floor 2

Zone: HVAC-ZN-C02

**Are all blower motors tuned up?**

Yes

**Are all belts adjusted and in good working order?**

Yes

**Are thermostat settings working as intended?**

No

All thermostat settings are okay but one switch is not working.

**Are air filters in their proper locations and clean for use?**

Yes

**Are all moving parts properly lubricated?**

Yes

**Are all electrical wirings working properly and safe for use?**

Yes

**Are all condensate drains clean?**

Yes

**Are refrigerator levels acceptable?**

N/A

---

<b>Are all controls working?</b>	Yes
<b>Are all coils in their proper places and working as intended?</b>	Yes
<b>Are there any leaks to be aware of?</b>	No
<b>Are there any insects or rodents?</b>	No

---

**Additional observations and comments**

Need to find out how long that thermostat switch has been out. Check the service history and ask the operators. Also walk the other units and see if they're showing the same issue. Could be a batch fault from the manufacturer.

---

**Prepared by**



Baker Alexander-Walker  
08.05.2026 15:42 PST

---

## Media summary



Photo 1