

HVAC SYSTEM MAINTENANCE CHECKLIST

To ensure good indoor air quality throughout the building, this checklist can be used to investigate the operation of the HVAC system to find issues that need to be addressed.

Date	
Location	
Completed by	

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable **OK** **AN** **N/A**

1	A written maintenance and inspection program that includes all aspects of the HVAC system is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COOLING TOWERS

2	Operated as specified by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Inspected regularly (monthly, or as required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Treatment of waste to control microorganisms, as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Recordkeeping of biocide use – brand, volume, and results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Training of workers for hazards involved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COOLING COILS

7	Monthly (or, as required) inspections during operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Removal of dirt, slime, and mold, as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Upstream filters operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRAINAGE SYSTEM

10	Monthly inspections, or as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		OK	AN	N/A
11	Drains maintained in free-flowing condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	No accumulation of stagnant water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	No buildup of slime, mold, or dirt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Removal of dirt, slime, and mold, as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Sample water for microbes, as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DUCT AND PLENUM EQUIPMENT				
16	Supply, exhaust, return grilles, and ducts clear and clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Routine inspections of ducts, debris, and microbial growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Provisions for cleanout (examples: within four feet downstream of duct expansions, supply air openings, or where particulate deposition may occur).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Ductwork attached, not dented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Insulation intact, not wet, and no microbial growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Ductwork properly balanced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FILTRATION SYSTEMS				
22	Routine inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Provision for measuring pressure drops across the filtration system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUMIDIFIERS				
24	Inspected weekly during operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		OK	AN	N/A
25	Cleaned and disinfected, as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	No visual buildup of mold or slime.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Disinfectants removed before reactivating humidifiers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Needed Items and Additional Notes:

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