

HVAC System Inspection Checklist

Date:

Technician:

Location/Building:

1. General Inspection

Task/Item	Status	Comments
Check thermostat operation	<input type="checkbox"/>	
Inspect air filters	<input type="checkbox"/>	
Check all electrical connections	<input type="checkbox"/>	
Visual inspection of units	<input type="checkbox"/>	

2. Cooling System

Task/Item	Status	Comments
Check refrigerant level	<input type="checkbox"/>	
Inspect evaporator & condenser coils	<input type="checkbox"/>	
Inspect condensate drain	<input type="checkbox"/>	
Check blower & fan operation	<input type="checkbox"/>	

3. Heating System

Task/Item	Status	Comments
Check burner/heat exchanger condition	<input type="checkbox"/>	
Inspect gas connections	<input type="checkbox"/>	
Test safety controls	<input type="checkbox"/>	
Check flue pipe & venting	<input type="checkbox"/>	

4. Additional Notes