

HVAC Equipment Pre-Installation Checklist

Project Information

Project Name:

Location:

Date:

Inspected By:

1. Equipment Arrival & Storage

☐ Equipment delivered to site ☐ Equipment inspected for damage ☐ Appropriate storage location provided ☐ Protective covers in place ☐ Equipment secured/stabilized

Notes...

2. Site Preparation

☐ Clear access for equipment installation ☐ Foundations/pads are level and ready ☐ Necessary structural supports in place ☐ Power supply and connections ready ☐ Drainage provided (condensate, etc.)

3. Documentation

☐ Manufacturer installation manual available ☐ Equipment submittals reviewed and approved ☐ Model and serial numbers recorded

4. Tools & Materials

☐ Required tools and equipment on site ☐ Necessary installation materials available ☐ Safety equipment available

5. Additional Comments / Actions Required

