

HVAC System Site Visit Checklist

Project & Site Details

Project Name

Location

Date

Inspected By

Checklist

Item	Status	Comments
Equipment Model/Serial No. Verification	<div></div>	<div></div>
Equipment Condition	<div></div>	<div></div>
Electrical Connections	<div></div>	<div></div>
Ductwork Condition	<div></div>	<div></div>
Air Filters Status	<div></div>	<div></div>
Thermostat Operation	<div></div>	<div></div>
Refrigerant Lines	<div></div>	<div></div>
Condensate Drain/Pan	<div></div>	<div></div>
Unit Noise/Vibration Check	<div></div>	<div></div>

General Cleanliness		
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Additional Notes

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Actions Required

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Sign-off

Inspector Name

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Date

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