

School Facility HVAC Audit Report

General Information

School Name

Address

Date of Audit

Auditor(s)

HVAC System Overview

Type of HVAC Systems Present

Number of Units

System Age (years)

Manufacturers / Models

Notes

Equipment Condition and Performance

Equipment/Unit	Location	Condition	Last Maintenance	Observations

Filtration & Ventilation

Filter Type & Condition

Frequency of Filter Replacement

Ventilation Adequacy

CO₂ Readings (if available)

Control Systems

Type of Controls

Programming/Scheduling Capabilities

Issues Observed

Deficiencies and Issues Identified

-
-
-

Recommendations

-
-
-

Photographs & Supporting Documents

Descriptions / Reference

Auditor's Signature

Name

Date