



CHECKLISTS TO KEEP YOU ORGANIZED

HVAC Inspection Checklists

Using an HVAC inspection checklist helps you troubleshoot for your customers' systems consistently and thoroughly. We designed six different checklists to help you complete thorough inspections—and they're all rolled into one handy PDF.

1. Air conditioner inspection

- Inspect the outdoor condensing unit
- Inspect the condenser coil
- Inspect the evaporator coil
- Inspect the blower assembly
- Check blower speed
- Inspect lines for visible refrigerant leaks
- Check the condensate drain pan for damage
- Check air registers and ducts for cleanliness
- Check for refrigerant leaks
- Ensure that superheat and subcooling are correct
- Inspect the drain line
- Check for loose electrical connections
- Verify that all equipment has the correct voltage
- Inspect the suction and discharge pressure
- Inspect belts for wear and tightness
- Ensure the control panel works properly
- Verify thermostat sensors are working properly
- Take note of any necessary AC repair work

2. Heat pump inspection

- Check the exterior for snow or ice buildup (winter/spring)
- Check for dirt on outdoor coils
- Ensure the pump is elevated from the ground and away from leaky gutters
- Check for and repair air duct leakage
- Take note of any necessary heat pump repair work

3. Ductless mini split inspection

Outdoor unit

- Check all wires and pipes on the outdoor condensing unit
- Listen for excessive vibration on the condenser
- Inspect the blower fan, motor, and electrical system
- Check if the blower is running at the right speed

Indoor unit

- Check all wires and pipes on the outdoor condensing unit
- Listen for excessive vibration on the condenser
- Inspect the blower fan, motor, and electrical system
- Check if the blower is running at the right speed

4. Gas furnace inspection

- Listen for excessive noise or vibration when furnace is running
- Check that the blower fan is properly connected
- Inspect the blower assembly for proper functioning
- Check the air filter for dirt accumulation
- Inspect the heat exchanger for corrosion, cracks, or damage in the ignitor, flame sensor, and associated wiring
- Listen for clicking in the spark ignitor (if installed)
- Inspect wiring and control circuit
- Check that wires are secured to the pressure switches
- Check the cover panel for signs of water, corrosion, and blockage
- Check that all furnace safety controls work properly
- Inspect the gas piping and gas valve assembly
- Check if vent connector pipes are securely fastened and supported
- Check ductwork for damage and moisture accumulation
- Verify correct voltage to furnace equipment
- Verify supply and return air static pressures
- Test and measure carbon monoxide around the furnace
- Inspect thermostat operation and programming
- Check inlet and outlet gas pressure
- Cycle the furnace to check for proper operation
- Take note of any necessary furnace repair work

5. Electric furnace inspection

- Check that blower fan is clean, undamaged, and operating properly
- Measure blower motor amp draw
- Check air filters for dust and dirt
- Check that all humidifier components are positioned properly
- Check heat strips for corrosion, pitting, or burns
- Measure heat strip amp draw
- Verify the continuity of heat strips
- Check that sequencers are operating properly
- Check tightness of electrical wires and check for dead batteries
- Inspect fuses
- Inspect limit switches
- Check ductwork for cracks, holes, and gas leaks
- Test voltage across the thermostat's terminals
- Cycle the furnace to check for proper operation

6. Tankless water heater inspection checklist

- Clean out sediment, dust, and oil from the water filter
- Check for water leaks surrounding the system
- Remove and clean dirt traps
- Inspect and clean the burner
- Inspect and clean the spark rod and flame sensor
- Inspect and clean the combustion chamber
- Check the hot water temperature
- Check flame visibility and performance
- Check if the relief valve is working properly
- Flush the hot water system with white distilled vinegar