

HVAC inspection checklist

52 points · residential cooling & heat pump · one sheet per system

CUSTOMER	SERVICE ADDRESS	DATE	TECHNICIAN
SYSTEM # / LOCATION	OUTDOOR UNIT — MAKE & MODEL	SERIAL	REFRIGERANT
WORK ORDER #	INDOOR UNIT — MAKE & MODEL	SERIAL	SYSTEM AGE

G Good · **A** Average · **P** Poor · **M** Missing (not present) · write readings and findings in the last column

Outdoor Unit (Condenser)

12 items

#	ITEM	STANDARD	G	A	P	M	READING / NOTES
1	Condenser coil – cleanliness & fin condition	Fins straight, no debris	☐	☐	☐	☐	
2	Condenser coil – refrigerant leak check	UV dye / electronic detector	☐	☐	☐	☐	
3	Condenser fan motor – operation & amperage	Within the nameplate rating	☐	☐	☐	☐	
4	Condenser fan blade – cracks, balance, clearance	No wobble; min. 1" clearance	☐	☐	☐	☐	
5	Compressor – start/run amperage (RLA/LRA) Reading	Within ±10% of nameplate	☐	☐	☐	☐	
6	Compressor – sound & vibration	No clicking / grinding	☐	☐	☐	☐	
7	Capacitor – run & start (µF reading) Reading	Within ±6% of rating	☐	☐	☐	☐	
8	Contactors – pitting, burning, pull-in	Contacts flat; coil ≤ 24V	☐	☐	☐	☐	
9	Disconnect / fuses – rating & condition	Correct amp rating; no corrosion	☐	☐	☐	☐	
10	Electrical connections – tightness & insulation	Terminals tight; insulation intact	☐	☐	☐	☐	
11	Refrigerant lines – insulation & support	No gaps; secure every 6 ft	☐	☐	☐	☐	
12	Unit pad / mounting – level & secure	≤ ½" out of level	☐	☐	☐	☐	

Indoor Unit (Air Handler)

11 items

#	ITEM	STANDARD	G	A	P	M	READING / NOTES
13	Evaporator coil – cleanliness & frost check	No ice; fins clean	☐	☐	☐	☐	
14	Evaporator coil – refrigerant leak check	UV / electronic detector	☐	☐	☐	☐	
15	Blower wheel – cleanliness & balance	No buildup; no wobble	☐	☐	☐	☐	
16	Blower motor – amperage & RPM Reading	Within the nameplate rating	☐	☐	☐	☐	
17	Air filter – type, size, condition	Replace if ≥ 50% loaded	☐	☐	☐	☐	
18	Primary drain line – flow & slope	Free flow; min. ¼"/ft slope	☐	☐	☐	☐	
19	Secondary drain / safety switch	Float switch activates properly	☐	☐	☐	☐	
20	Condensate drain pan – cleanliness	No algae, cracks, or standing water	☐	☐	☐	☐	
21	Electrical connections – tightness	All terminals tight	☐	☐	☐	☐	
22	Plenum / cabinet – leaks & insulation	Sealed and insulated; no air leaks	☐	☐	☐	☐	
23	UV / air-purification accessories	Lamp operational; bulb age noted	☐	☐	☐	☐	

Refrigerant System & Performance

9 items

#	ITEM	STANDARD	G	A	P	M	READING / NOTES
24	Refrigerant charge status	Charged to the manufacturer's specification	☐	☐	☐	☐	
25	Suction line temperature (°F) Reading	Measured at the unit	☐	☐	☐	☐	
26	Discharge line temperature (°F) Reading	Measured at the unit	☐	☐	☐	☐	
27	Suction pressure (psig) Reading	Measured at the unit	☐	☐	☐	☐	
28	Discharge / head pressure (psig) Reading	Measured at the unit	☐	☐	☐	☐	
29	Superheat (°F) Reading	TXV: 8–12°F / Fixed: per chart	☐	☐	☐	☐	

#	ITEM	STANDARD	G	A	P	M	READING / NOTES
30	Subcooling (°F) Reading	Target: 10–15°F	☐	☐	☐	☐	
31	Delta-T supply vs. return (°F) Reading	Target: 14–22°F split	☐	☐	☐	☐	
32	Metering device – TXV stability	Stable superheat; no hunting	☐	☐	☐	☐	

Electrical & Controls

9 items

#	ITEM	STANDARD	G	A	P	M	READING / NOTES
33	Supply voltage at unit (VAC) Reading	±10% of nameplate	☐	☐	☐	☐	
34	Thermostat – calibration & operation	±1°F accuracy; all modes tested	☐	☐	☐	☐	
35	Thermostat – wiring connections	All terminals tight	☐	☐	☐	☐	
36	Thermostat – battery / display	Replace if < 20%	☐	☐	☐	☐	
37	Low-voltage wiring – condition & routing	No chafing; proper gauge	☐	☐	☐	☐	
38	Surge protection device	Fitted at the unit; status light green	☐	☐	☐	☐	
39	GFCI / disconnect – proper operation	Trips and resets correctly	☐	☐	☐	☐	
40	Safety controls – high & low pressure	Cut-out set points correct	☐	☐	☐	☐	
41	Reversing valve — heat pump systems	Smooth changeover between heating and cooling; no bypass	☐	☐	☐	☐	

Ductwork & Airflow

6 items

#	ITEM	STANDARD	G	A	P	M	READING / NOTES
42	Supply & return duct – insulation condition	R-6 min. in unconditioned space	☐	☐	☐	☐	
43	Duct connections – leakage at joints	Mastic or metal tape; no duct tape	☐	☐	☐	☐	
44	Return air – size adequate for system	Sized for the system's airflow	☐	☐	☐	☐	
45	Supply registers / grilles – cleanliness	No blockage; proper airflow direction	☐	☐	☐	☐	
46	Duct routing – kinks or restrictions	Flex duct < 4 ft; no sharp bends	☐	☐	☐	☐	
47	Air balancing – room-to-room comfort	Even temperatures room to room	☐	☐	☐	☐	

Safety & Environmental

5 items

#	ITEM	STANDARD	G	A	P	M	READING / NOTES
48	Carbon monoxide check (near air handler) Reading	< 9 ppm ambient	☐	☐	☐	☐	
49	Electrical panel / breaker – rated	Correct breaker size	☐	☐	☐	☐	
50	Clearances – combustibles around unit	Min. 18" all sides	☐	☐	☐	☐	
51	Condensate overflow – flood protection	Float switch or secondary drain	☐	☐	☐	☐	
52	UV exposure – outdoor wiring / insulation	No cracking from sun damage	☐	☐	☐	☐	

Overall system rating: ☐ Good ☐ Fair — monitor ☐ Poor — service needed ☐ Critical — immediate service

Recommendations

Technician

Date

Customer