ATTACHMENT B - HVAC Service and Maintenance Checklist

Regular HVAC service, inspections, and maintenance are essential for ensuring efficient operation, extending equipment lifespan, and maintaining indoor air quality.

1. General Inspections:
    - Inspect overall condition of the HVAC system.
    - Check for any signs of wear and tear, damage, or corrosion.
    - Verify that all safety controls and emergency shut-offs are functional.
2. Air Filters:
    - Check and replace air filters regularly (monthly for residential, quarterly for commercial).
    - Ensure that the filters are the correct size and type for the system.
3. Thermostats:
    - Test thermostats for proper operation.
    - Calibrate thermostats to ensure accurate temperature control.
    - Replace batteries if necessary.
4. Electrical Components:
    - Inspect and tighten electrical connections.
    - Check voltage and current readings on motors and compressors.
    - Inspect control boards and wiring for signs of damage or wear.
5. Coils:
    - Clean evaporator and condenser coils to ensure efficient heat transfer.
    - Inspect coils for signs of damage or leaks.
6. Refrigerant Levels:
    - Check refrigerant levels and adjust as necessary.
    - Inspect refrigerant lines for leaks or damage.
    - Ensure proper refrigerant charge according to manufacturer specifications.
7. Blower and Fan:
    - Inspect and clean blower assembly and fan blades.
    - Check motor bearings and lubricate if necessary.
    - Ensure that the fan is balanced and operating smoothly.
8. Ductwork:
    - Inspect ductwork for leaks, gaps, or obstructions.
    - Clean ductwork to remove dust, debris, and potential contaminants.
    - Ensure that all ducts are properly insulated and sealed.
9. Belts and Pulleys:
    - Inspect belts for signs of wear and replace if necessary.
    - Check and adjust belt tension. - Inspect pulleys for alignment and wear.
10. Drainage System:
    - Inspect and clean condensate drains and pans.

- Ensure proper drainage to prevent water damage and mold growth.
- Check for blockages or leaks in the drainage system.

11. Heating Elements:
    - Inspect and clean burners and heat exchangers.
    - Check for cracks or other signs of damage.
    - Test operation of heating elements, including ignition and flame sensors.
12. System Controls:
    - Test and verify operation of system controls, including start-up and shut-down sequences.
    - Check and calibrate control settings to ensure efficient operation.
    - Inspect sensors and control valves for proper function.
13. Airflow:
    - Measure airflow to ensure it meets system requirements.
    - Adjust dampers and registers to balance airflow throughout the building.
    - Check for and address any obstructions to airflow.
14. System Efficiency:
    - Evaluate system performance and efficiency.
    - Provide recommendations for improvements or upgrades if necessary.
    - Consider implementing energy-saving measures such as programmable thermostats or variable speed drives.
15. Safety Inspections:
    - Test carbon monoxide detectors and smoke alarms.
    - Ensure all safety protocols are followed during maintenance.
    - Verify that all safety devices are functional and in place.

Documentation and Reporting:

Service Log - Maintain a detailed service log that records all maintenance activities, including dates, tasks performed, and technician names.

Inspection Report: - Provide a comprehensive inspection report after each visit, highlighting any issues found and recommended actions.

Maintenance Plan: - Develop and update a maintenance plan that outlines scheduled maintenance activities and timelines.

Regular HVAC maintenance not only ensures optimal performance but also helps in identifying potential problems before they lead to system failures.