

HVAC final inspection checklist

HVAC final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against SMACNA guidance, IMC. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC foreman at trim-out, then the balancing tech and GC or owner's representative at final acceptance. When: After grilles and registers are installed and the system is started, before the AHJ final and owner turnover.

Grilles and registers

- ☐ Grilles and registers installed level and undamaged
Frame flush with the ceiling or wall surface, blades free of dents, no visible gaps at the border. 2 photos required
- ☐ Airflow verified at a sample of outlets
Spot-check reading at several grilles compared against the design cfm for that outlet. 1 photo required
- ☐ Outlet types and sizes match the diffuser schedule
Each grille or diffuser matches the schedule for its location, supplies and returns not swapped. 1 photo required

Balancing verification

- ☐ Balancing report spot-checked against field readings
Independently measured airflow at a sample of outlets matches the submitted balancing report within a reasonable margin. 1 photo required
- ☐ Dampers left in their final balanced position and marked
Damper position marked or documented so it isn't disturbed after handoff. 1 photo required
- ☐ Minimum outside air at each unit set to the design value
Outdoor air damper position or measured airflow at each unit matches the design minimum on the equipment schedule. 1 photo required
- ☐ Exhausted rooms draw air in with the system running
Door-gap or tissue check at toilet rooms, janitor closets and other exhausted rooms shows air moving in; rooms designed positive checked the same way. 1 photo required

Controls and startup

- ☐ Thermostats and controls programmed to the correct zone
Thermostat responds and calls the equipment actually serving that space, not a neighboring zone. 2 photos required
- ☐ Startup run through a full heating and cooling cycle
System observed cycling through both modes without short-cycling, error codes or unusual noise. 1 photo required
- ☐ Filters, access panels and labeling complete at handoff
Clean filters installed, panels closed and latched, equipment labeled with the zone or area served. 1 photo required
- ☐ Overflow protection tested at each cooling unit
Float switch lifted by hand so the unit stops and restarts on reset; where a secondary drain is used instead, water poured in shows where it discharges. 1 photo required
- ☐ Refrigerant charge readings recorded on the startup sheet
Superheat or subcooling taken by the manufacturer's charging method, readings written on the startup sheet for each unit. 1 photo required

Closeout records

- ☐ **Manufacturer startup reports on file for each unit**
A completed startup report for every unit on the equipment schedule, filed with the turnover documents. No photo required
- ☐ **Owner's staff walked through filters and thermostat operation**
Owner's representative shown filter access, thermostat schedules and alarms, with the attendees and date noted. No photo required