

HVAC inspection checklist

Most HVAC callbacks trace to three things: condensate, duct sealing and a startup nobody documented. This checklist splits the walk into rough-in and startup so the concealed work is photographed before the ceiling closes and the numbers are recorded while the unit is running.

Who runs it: Mechanical foreman at rough-in; startup technician at commissioning; GC verifies both. When: Rough-in items before ceiling close-in and insulation. Startup items after permanent power, with filters installed and the building reasonably clean.

Equipment set

- ☐ Unit level, supported and clearances maintained
Manufacturer service clearances open on every required side; vibration isolation where specified. 2 photos required
- ☐ Disconnect installed, labelled and accessible
Within sight of the unit, correctly labelled, not blocked by ductwork. 1 photo required
- ☐ Refrigerant lines supported, insulated and sealed at the wall
Continuous insulation with no gaps at hangers; penetration sealed weather-tight. 2 photos required

Ductwork

- ☐ All joints and seams sealed before insulation
Mastic or approved tape at every transverse and longitudinal joint, photographed uncovered. 3 photos required
- ☐ Duct supported at required intervals with no crushed flex
Straps at the correct spacing and width, flex pulled tight, no sharp radius or compressed runs. 2 photos required
- ☐ Fire and smoke dampers installed with access
Damper in the rated assembly, access door sized and reachable, sleeve and retaining angles correct. 2 photos required
- ☐ Openings covered until the system is cleaned
Duct ends capped during construction so drywall dust does not end up in the coil. 1 photo required

Condensate

- ☐ Trap built to the required depth and primed
Trap matched to unit static, cleanout accessible, and a shot showing depth before it's concealed. 2 photos required
- ☐ Drain line sloped continuously to termination
No flat runs, no sag between supports, terminating where discharge is legal and visible. 2 photos required
- ☐ Secondary protection installed and tested
Secondary pan or wet switch present; test the switch and confirm the unit shuts down. 1 photo required

Controls and startup

- ☐ Thermostat and sensors located per plan
Not on an exterior wall, not in a supply stream, not behind a door swing. 1 photo required
- ☐ Filters installed, correct size and direction
Airflow arrow correct, no gaps at the rack, construction filters replaced before turnover. 1 photo required
- ☐ Startup readings recorded
Supply and return temperatures, static pressure, amp draw and refrigerant pressures: record the numbers, not a checkmark. 2 photos required

- ☐ **Airflow verified at terminals and balanced**
Every diffuser delivering; balancing report matched against the design values.

2 photos required