

Who runs it: The HVAC service tech on the contracted quarterly round. When: Four times a year, timed ahead of the heating and cooling seasons so failures surface before peak load.

- ☐ **Control compartment checked for pests, water and scorched wiring**
Re-locked: no nesting, moisture or chafed insulation in the control box, and no scorch marks on contactor or terminal faces. 1 photo required

Return to service

- ☐ **Panels closed and locks removed by the tech who hung them**
Every panel and guard refastened, the tech's own lock and tag removed, and the unit restarted and running on its call. 1 photo required
- ☐ **Supply and return temperatures read on the restarted unit**
Temperature split across the unit in its current mode recorded and compared with this unit's reading from the same season last year. 1 photo required
- ☐ **Worn parts and failed checks escalated to the owner**
Belts, filters and safeties that need parts listed with a recommended action, so wear seen this quarter is not just noted again next quarter. No photo required