

ATTACHMENT B

Inspection Checklist (includes HVAC and humidifiers)

YES **NO** **Date:** _____ **NHES Location:** _____

FAN SECTION

<input type="checkbox"/>	<input type="checkbox"/>	Verify Rotation
<input type="checkbox"/>	<input type="checkbox"/>	Are impellers free of debris?
<input type="checkbox"/>	<input type="checkbox"/>	Check belt condition
<input type="checkbox"/>	<input type="checkbox"/>	Check belt tension
<input type="checkbox"/>	<input type="checkbox"/>	Are bearings freed?
<input type="checkbox"/>	<input type="checkbox"/>	Is fan safety switch free?
<input type="checkbox"/>	<input type="checkbox"/>	Is motor mount tight?
<input type="checkbox"/>	<input type="checkbox"/>	Are cooling fins clean?
<input type="checkbox"/>	<input type="checkbox"/>	Check bathroom exhaust fan

COMPRESSOR SECTION

<input type="checkbox"/>	<input type="checkbox"/>	Check oil level
<input type="checkbox"/>	<input type="checkbox"/>	Check for signs of oil leaks
<input type="checkbox"/>	<input type="checkbox"/>	Is vibration isolation free?
<input type="checkbox"/>	<input type="checkbox"/>	Test high-low switch settings
<input type="checkbox"/>	<input type="checkbox"/>	Is electric wiring intact?
<input type="checkbox"/>	<input type="checkbox"/>	Are refrigerant lines free?

ELECTRICAL PANEL

<input type="checkbox"/>	<input type="checkbox"/>	Check all fuses
<input type="checkbox"/>	<input type="checkbox"/>	Check for loose connections
<input type="checkbox"/>	<input type="checkbox"/>	Check amperage – all components
<input type="checkbox"/>	<input type="checkbox"/>	Verify start/stop – relay control

AIR INLET ADJUSTMENTS

<input type="checkbox"/>	<input type="checkbox"/>	Check enthalphy control setting or outdoor air damper
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REMOTE CONDENSING UNIT/GROUND LEVEL

<input type="checkbox"/>	<input type="checkbox"/>	Check condenser fan adjustment
<input type="checkbox"/>	<input type="checkbox"/>	Check refrigerant charge
<input type="checkbox"/>	<input type="checkbox"/>	Lubricate condenser fan motor
<input type="checkbox"/>	<input type="checkbox"/>	Check oil charge

FILTERS

<input type="checkbox"/>	<input type="checkbox"/>	Wipe entire section clean
<input type="checkbox"/>	<input type="checkbox"/>	Change filters, supplied by Contractor
<input type="checkbox"/>	<input type="checkbox"/>	Are filters in place?

PANELS

<input type="checkbox"/>	<input type="checkbox"/>	Is insulation intact?
<input type="checkbox"/>	<input type="checkbox"/>	Are fasteners okay?

REFRIGERATION CYCLE

<input type="checkbox"/>	<input type="checkbox"/>	Is insulation intact?
<input type="checkbox"/>	<input type="checkbox"/>	Superheat
<input type="checkbox"/>	<input type="checkbox"/>	Refrigeration charge
<input type="checkbox"/>	<input type="checkbox"/>	Any signs of oil leaks?
<input type="checkbox"/>	<input type="checkbox"/>	Leak test

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- | | | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Any piping rubbing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there excessive piping vibration? |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean coil |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean drip pan |

Suction pressure _____ LB
 Heat pressure _____ LB
 Entering air _____ F
 Leaving air _____ F

HEATING

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect for deterioration or blockage in main and pilot burners |
| <input type="checkbox"/> | <input type="checkbox"/> | Observe main and pilot burner flames through view port and adjust if needed |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect flue collector box and heat exchanger cells, and clean if needed |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean combustion air blower and lower wheel |
| <input type="checkbox"/> | <input type="checkbox"/> | Check gas valve regulator adjustment |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify ignition of main burners and fan switch operation |

HUMIDIFIER UNITS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Check operation of automatic drain valve |
| <input type="checkbox"/> | <input type="checkbox"/> | Check steam injection tubes, and clean as needed |
| <input type="checkbox"/> | <input type="checkbox"/> | Check sail switch for proper operation |
| <input type="checkbox"/> | <input type="checkbox"/> | Check duct high limit humidistat for proper operation |
| <input type="checkbox"/> | <input type="checkbox"/> | Check to ensure drain lines are 100% clear |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for leaks in supply and drain lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean drain pan and treat |

SPECIFIC UNIT SERVED: _____
Model and Serial Number

LOCATION OF UNIT SERVED: _____

PERFORMED BY: _____
Inspecting technician please print and sign above Date

ACCEPTED BY: _____
NHES representative please sign above Date

RECOMMENDATIONS: _____

