## Appendix E – HVAC Inspection Checklist

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Condition</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building:</strong></td>
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<tr>
<td><strong>Location:</strong></td>
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<tr>
<td><strong>Date:</strong></td>
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<tr>
<td><strong>Equipment:</strong></td>
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<tr>
<td><strong>Manufacturer:</strong></td>
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<tr>
<td><strong>Other ID:</strong></td>
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<td><strong>File #:</strong></td>
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<tr>
<td><strong>Prepared by:</strong></td>
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</tbody>
</table>

### Outdoor Air Intake
- Bird screen
- Air flow unobstructed
- No close-by pollutant sources

### Mixing Plenum
- Clean

### Coils and Condensate Pans:
- Clean, no corrosion
- No odors
- No microbial growth
- Pans draining, traps filled

### Humidifiers
- Clean
- No standing water or overflow
- No microbial growth or mineral deposits

### Controls
- Set points
- Functioning

### Fans
- Clean, no corrosion
- No excess vibration

### Belts
- No excess noise or vibration
- No leakage

### Pressurization

### Filters
- General condition
- Installed properly (no bypass)
- No odors/visible pollution

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**Notes:**
- L, M, H

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