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HVAC Inspection Checklists

Eight tune-up and inspection sheets with the readings, target ranges and pass / fail marks that a checkbox list leaves out. Pulled from the same templates the FieldLoom app runs on the job.

READINGS, NOT CHECKBOXES

- "Superheat and subcooling correct" is an opinion. **118 PSIG, 52°F line, R-410A, superheat 9°F, pass** is a record that holds up in a warranty claim or a dispute.
- Every numeric line has its target beside it: the same ranges the app grades against (TXV superheat 8–12°F, delta T 16–22°F, furnace CO under 50 ppm in the flue, static 0.3–0.7 in. WC).
- Lines tagged SAFETY stop the job when they fail. Lines marked auto in app are calculated for you when you run the checklist in FieldLoom.

1	Air Conditioner Tune-Up	23 items · 10 readings
2	Heat Pump Seasonal	68 items · 22 readings
3	Ductless Mini-Split Maintenance	57 items · 14 readings
4	Gas Furnace Tune-Up	58 items · 14 readings
5	Electric Furnace Tune-Up	52 items · 17 readings
6	Water Heater Inspection	28 items · 6 readings
7	Duct Inspection	33 items · 13 readings
8	Indoor Air Quality Assessment	34 items · 11 readings

☐ Pass ☐ Fail ☐ N/A tick one _____ write the reading * required for a complete report

HOW TO USE THESE SHEETS

1. One sheet per unit. Fill in the make, model and serial before you start; the report is worthless without them.
2. Write the reading first, then judge it against the target. Never the other way round.
3. A failed Safety line means the system is not left running until it is fixed or the customer signs off in writing.
4. Hand the customer a report, not this sheet. In FieldLoom the same checklist becomes a branded PDF with photos, findings and a signature, and the math is done for you.

© 2026 FieldLoom LLC · https://fieldloom.io/tools/hvac-inspection-checklist/ · Reference only. Always follow the equipment manufacturer's instructions and local code. · Run these checklists free in the FieldLoom app for iPhone and iPad.

1 Air Conditioner Tune-Up

Split or packaged cooling: airflow, outdoor unit, refrigerant circuit.

23 items · 10 readings · 6 calculated for you in the app

Customer | Address | Date | Technician | Make / model / serial

AIR Air Side

Air filter — condition	☐ Pass ☐ Fail ☐ N/A
Air filter — replaced	☐ Pass ☐ Fail ☐ N/A
Supply air temp *	_____ °F
Return air temp *	_____ °F
Delta T (supply − return) *	_____ °F auto in app **Target:** 16–22°F

OUT Outdoor Unit

Condenser coil — cleaned	☐ Pass ☐ Fail ☐ N/A
Compressor amps *	_____ A
Capacitor — run (µF reading)	_____ µF
Capacitor — rated (µF)	_____ µF
Capacitor within tolerance?	☐ Pass ☐ Fail ☐ N/A **Target:** ±6% of rated value
Evidence of refrigerant leak	☐ Pass ☐ Fail ☐ N/A

REF Refrigerant Readings

Refrigerant type *	☐ R-22 ☐ R-410A ☐ R-32 ☐ R-454B ☐ R-407C ☐ R-134a ☐ Other
Suction line pressure (low-side) *	_____ PSI
Suction line saturation temp	_____ °F auto in app
Suction line temperature (actual) *	_____ °F
Superheat (calculated) *	_____ °F auto in app **Target:** TXV: 8–12°F, Piston: 10–20°F
Discharge (head) pressure *	_____ PSI
Liquid line saturation temp	_____ °F auto in app
Liquid line temperature (actual) *	_____ °F
Subcooling (calculated) *	_____ °F auto in app **Target:** TXV: 10–18°F, Piston: 5–10°F
Refrigerant added	_____ lbs

END Closeout

Overall system condition *	☐ Excellent ☐ Good ☐ Fair ☐ Needs Attention ☐ Do Not Operate
Technician notes	_____

2 Heat Pump Seasonal

Cooling or heating mode: reversing valve, defrost, aux heat, full refrigerant chain.

68 items · 22 readings · 6 calculated for you in the app

Customer _____ Address _____ Date _____ Technician _____ Make / model / serial _____

E Thermostat & Controls

System cycles on/off normally	☐ Pass ☐ Fail ☐ N/A
Emergency heat tested	☐ Pass ☐ Fail ☐ N/A
Balance point / lockout settings verified	☐ Pass ☐ Fail ☐ N/A
Thermostat type	☐ Manual ☐ Programmable ☐ Smart

D Indoor Air Handler

Air filter — condition	☐ Pass ☐ Fail ☐ N/A
Air filter — replaced	☐ Pass ☐ Fail ☐ N/A
Air filter size	_____
Air filter MERV rating	_____
Supply air temp *	_____ °F
Return air temp *	_____ °F
Delta T (supply – return) *	_____ °F auto in app **Target:** 16–22°F
Evaporator coil — clean	☐ Pass ☐ Fail ☐ N/A
Condensate drain — clear	☐ Pass ☐ Fail ☐ N/A
Condensate drain — flushed	☐ Pass ☐ Fail ☐ N/A
Condensate safety switch / float	☐ Pass ☐ Fail ☐ N/A
Drain pan condition	☐ Pass ☐ Fail ☐ N/A **Target:** No cracks, rust, or standing water
Blower wheel — clean	☐ Pass ☐ Fail ☐ N/A
Blower motor condition	☐ Pass ☐ Fail ☐ N/A
Blower motor amps	_____ A
Electrical connections — tight	☐ Pass ☐ Fail ☐ N/A
Ductwork visible — no leaks	☐ Pass ☐ Fail ☐ N/A

A Outdoor Unit

Coil condition	☐ Pass ☐ Fail ☐ N/A
Coil — cleaned	☐ Pass ☐ Fail ☐ N/A
Compressor amps *	_____ A
Compressor RLA	_____ A
Run capacitor (µF)	_____ µF
Rated capacitor (µF)	_____ µF

Capacitor within tolerance?	☐ Pass ☐ Fail ☐ N/A **Target:** ±6% of rated value
Contactor — condition	☐ Pass ☐ Fail ☐ N/A
Contactor voltage L1–L2	_____ V
Fan blade condition	☐ Pass ☐ Fail ☐ N/A
Fan motor amps	_____ A
Fan motor rated amps	_____ A
Unit base/pad — level and secure	☐ Pass ☐ Fail ☐ N/A
Clearance around unit	☐ Pass ☐ Fail ☐ N/A **Target:** 12" sides, 24" service, 48" above
Electrical connections — tight	☐ Pass ☐ Fail ☐ N/A

B Reversing Valve & Defrost

Reversing valve — shifts cleanly	☐ Pass ☐ Fail ☐ N/A
Reversing valve solenoid — energized in correct mode	☐ Pass ☐ Fail ☐ N/A
Auxiliary / strip heat — operational	☐ Pass ☐ Fail ☐ N/A
Defrost cycle tested	☐ Pass ☐ Fail ☐ N/A
Defrost cycle — terminates properly	☐ Pass ☐ Fail ☐ N/A
Defrost board — present	☐ Yes ☐ No
Defrost initiation type	☐ Time/Temperature ☐ Demand ☐ Pressure Differential
Outdoor coil temp during defrost	_____ °F
Aux heat lockout setpoint	_____ °F **Target:** Typically 35°F outdoor

C Refrigerant Circuit

Operating mode at time of reading *	☐ Cooling ☐ Heating
Suction line location	☐ Indoor (Cooling Mode) ☐ Outdoor (Heating Mode)
Refrigerant type *	☐ R-22 ☐ R-410A ☐ R-32 ☐ R-454B ☐ R-407C ☐ R-134a ☐ Other
Metering device type *	☐ TXV ☐ EEV ☐ Fixed Orifice / Piston
Suction line pressure (low-side) *	_____ PSI
Suction line saturation temp	_____ °F auto in app
Suction line temperature (actual) *	_____ °F
Superheat (calculated) *	_____ °F auto in app **Target:** TXV: 8–12°F, Piston: 10–20°F
Superheat — target	_____ °F
Discharge (head) pressure *	_____ PSI
Liquid line saturation temp	_____ °F auto in app
Liquid line temperature (actual) *	_____ °F
Subcooling (calculated) *	_____ °F auto in app **Target:** TXV: 10–18°F, Piston: 5–10°F
Subcooling — target	_____ °F

Refrigerant charge status	☐ Proper ☐ Low — Added ☐ Low — Leak Found ☐ Overcharged
Refrigerant added	_____ lbs
Technician EPA 608 certification number	_____

F Overall System Assessment

Overall system condition *	☐ Excellent ☐ Good ☐ Fair ☐ Needs Attention ☐ Do Not Operate
Technician notes	_____
System age (years)	_____ yrs
Estimated remaining life	☐ 10+ yrs ☐ 5–10 yrs ☐ 1–5 yrs ☐ End of life
Recommended next service	_____
Estimated repair / follow-up cost	_____ $

3 Ductless Mini-Split Maintenance

Indoor heads, outdoor unit, inverter refrigerant circuit, controls.

57 items · 14 readings · 5 calculated for you in the app

Customer | Address | Date | Technician | Make / model / serial

A Indoor Heads

Number of indoor heads *	_____ heads
Air filters — cleaned (every head) *	☐ Pass ☐ Fail ☐ N/A
Air filter — condition	☐ Pass ☐ Fail ☐ N/A
Indoor coil — cleaned	☐ Pass ☐ Fail ☐ N/A
Indoor coil — no ice, damage or heavy biofilm	☐ Pass ☐ Fail ☐ N/A
Blower wheel — clean	☐ Pass ☐ Fail ☐ N/A
Louver / vane motor — operational	☐ Pass ☐ Fail ☐ N/A
Condensate line — flushed *	☐ Pass ☐ Fail ☐ N/A
Condensate pump — operational	☐ Pass ☐ Fail ☐ N/A
Indoor housing / mounting — secure	☐ Pass ☐ Fail ☐ N/A
Mold or odor present	☐ Yes ☐ No
Remote batteries / wall controller — working	☐ Pass ☐ Fail ☐ N/A

B Outdoor Unit

Outdoor coil — cleaned *	☐ Pass ☐ Fail ☐ N/A
Coil fins — condition	☐ Pass ☐ Fail ☐ N/A
Fan motor — operation, no vibration	☐ Pass ☐ Fail ☐ N/A
Fan motor amps	_____ A
Compressor amps *	_____ A
Compressor RLA (nameplate)	_____ A
Unit level, secure, clear of debris	☐ Pass ☐ Fail ☐ N/A
Clearance around unit	☐ Pass ☐ Fail ☐ N/A **Target:** Per manufacturer, typically 12" sides, 24" front
Line set insulation — intact	☐ Pass ☐ Fail ☐ N/A
Flare connections — no oil residue (leak sign) SAFETY	☐ Pass ☐ Fail ☐ N/A
Line voltage at outdoor unit	_____ V
Electrical connections — tight	☐ Pass ☐ Fail ☐ N/A
Disconnect installed within sight of outdoor unit	☐ Pass ☐ Fail ☐ N/A

C Refrigerant Circuit

Operating mode at time of reading *	☐ Cooling ☐ Heating
Refrigerant type *	☐ R-410A ☐ R-32 ☐ R-454B ☐ R-22 ☐ Other
Metering device type	☐ EEV ☐ TXV ☐ Fixed Orifice / Piston
Suction line pressure (low-side) *	_____ PSI

Suction line saturation temp	_____ °F auto in app
Suction line temperature (actual) *	_____ °F
Superheat (calculated) *	_____ °F auto in app **Target:** Inverter EEV: 8–12°F typical, see manufacturer
Discharge (head) pressure *	_____ PSI
Liquid line saturation temp	_____ °F auto in app
Liquid line temperature (actual) *	_____ °F
Subcooling (calculated) *	_____ °F auto in app **Target:** Inverter EEV: 10–18°F typical, see manufacturer
Supply air temp	_____ °F
Return air temp	_____ °F
Delta T (supply – return)	_____ °F auto in app **Target:** 16–22°F cooling
Refrigerant charge status	☐ Proper ☐ Low — Added ☐ Low — Leak Found ☐ Overcharged
Refrigerant added	_____ oz
Technician EPA 608 certification number	_____

D Controls & Operation

All modes tested (cool / heat / dry / fan) *	☐ Pass ☐ Fail ☐ N/A
Reversing valve — shifts cleanly	☐ Pass ☐ Fail ☐ N/A
Defrost cycle tested	☐ Pass ☐ Fail ☐ N/A
Control board — no fault codes	☐ Pass ☐ Fail ☐ N/A
Active fault codes	_____
Communication wire connected (outdoor ↔ indoor)	☐ Pass ☐ Fail ☐ N/A
Wi-Fi / app control working	☐ Pass ☐ Fail ☐ N/A
No abnormal vibration or noise *	☐ Pass ☐ Fail ☐ N/A
Filter cleaning schedule communicated	☐ Yes ☐ No

E Overall System Assessment

Overall system condition *	☐ Excellent ☐ Good ☐ Fair ☐ Needs Attention ☐ Do Not Operate
Technician notes	_____
System age (years)	_____ yrs
Estimated remaining life	☐ 10+ yrs ☐ 5–10 yrs ☐ 1–5 yrs ☐ End of life
Recommended next service	_____
Estimated repair / follow-up cost	_____ $

4 Gas Furnace Tune-Up

Combustion safety first: CO, gas pressure, heat exchanger, then rise and static.

58 items · 14 readings · 1 calculated for you in the app

Customer _____ Address _____ Date _____ Technician _____ Make / model / serial _____

A Combustion & Safety

Carbon monoxide — ambient space * SAFETY	_____ ppm **Target:** 0 ppm
Gas leak check (soap test) SAFETY	☐ Pass ☐ Fail ☐ N/A
Fuel type *	☐ Natural Gas ☐ Propane ☐ Oil
Heat exchanger — visual inspection SAFETY	☐ Pass ☐ Fail ☐ N/A
Heat exchanger — evidence of cracks SAFETY	☐ Yes ☐ No
Heat exchanger — match/smoke test performed	☐ Pass ☐ Fail ☐ N/A
Gas pressure — manifold *	_____ in. WC **Target:** NG: 3.2–3.7, LP: 10–11
Gas pressure — supply (incoming)	_____ in. WC **Target:** NG: 5–7, LP: 11–14
Carbon monoxide (CO) level — flue * SAFETY	_____ ppm **Target:** <50 ppm in flue; >200 ppm warrants shutdown
Flue / vent pipe — secure, no leaks	☐ Pass ☐ Fail ☐ N/A
Flue / vent pipe — proper slope	☐ Pass ☐ Fail ☐ N/A **Target:** Min 1/4" per foot upward
Combustion air supply — adequate	☐ Pass ☐ Fail ☐ N/A
CO detector present in home	☐ Yes ☐ No

B Burner & Ignition System

Burner flame color	☐ Blue (Normal) ☐ Yellow/Orange (Abnormal) ☐ Lazy (Problem)
Burner flame — stable, no rollout	☐ Pass ☐ Fail ☐ N/A
Flame sensor — cleaned	☐ Pass ☐ Fail ☐ N/A
Flame sensor microamps reading	_____ µA **Target:** ≥1.5 µA
Burners — cleaned	☐ Pass ☐ Fail ☐ N/A
Burner type	☐ Hot Surface Ignitor ☐ Spark Ignitor ☐ Standing Pilot
Hot surface ignitor — condition	☐ Pass ☐ Fail ☐ N/A
Gas valve — condition	☐ Pass ☐ Fail ☐ N/A
Inducer motor — operation	☐ Pass ☐ Fail ☐ N/A
Pilot assembly — condition	☐ Pass ☐ Fail ☐ N/A
Draft pressure (if measured)	_____ in. WC

C Heat Exchanger & Airflow

Air filter — condition	☐ Pass ☐ Fail ☐ N/A

Air filter — replaced	☐ Pass ☐ Fail ☐ N/A
Air filter size	_____
Air filter MERV rating	_____
Supply air temperature *	_____ °F
Return air temperature *	_____ °F
Temperature rise (Delta T) *	_____ °F auto in app **Target:** Per nameplate (typically 40–70°F)
Nameplate temperature rise range	_____
Temperature rise within spec?	☐ Pass ☐ Fail ☐ N/A
Static pressure (TESP) *	_____ in. WC **Target:** 0.3–0.7 in. WC

D Blower & Electrical

Control board — no fault codes	☐ Pass ☐ Fail ☐ N/A
Active fault codes	_____
Blower wheel — clean	☐ Pass ☐ Fail ☐ N/A
Blower motor — condition	☐ Pass ☐ Fail ☐ N/A
Blower motor amps	_____ A
Blower motor type	☐ PSC ☐ ECM ☐ Variable Speed
High-limit switch tested	☐ Pass ☐ Fail ☐ N/A
Rollout switch tested	☐ Pass ☐ Fail ☐ N/A
Pressure switch tested	☐ Pass ☐ Fail ☐ N/A
Electrical connections — tight	☐ Pass ☐ Fail ☐ N/A
Blower motor lubricated	☐ Pass ☐ Fail ☐ N/A
Belt condition	☐ Pass ☐ Fail ☐ N/A

E Humidifier

Humidifier present	☐ Yes ☐ No
Humidifier type	☐ Bypass ☐ Fan-Powered ☐ Steam
Humidifier pad — replaced	☐ Pass ☐ Fail ☐ N/A
Water panel / distribution tray — clean	☐ Pass ☐ Fail ☐ N/A
Humidistat set point	_____ % RH
Solenoid valve — operational	☐ Pass ☐ Fail ☐ N/A

F Overall System Assessment

Overall system condition *	☐ Excellent ☐ Good ☐ Fair ☐ Needs Attention ☐ Do Not Operate
Technician notes	_____
System age (years)	_____ yrs
Estimated remaining life	☐ 10+ yrs ☐ 5–10 yrs ☐ 1–5 yrs ☐ End of life
Recommended next service	_____

Estimated repair / follow-up cost	_____	$

5 Electric Furnace Tune-Up

Strip heat and air handlers: voltages, heat strips, sequencers, rise, static.

52 items · 17 readings · 1 calculated for you in the app

Customer | Address | Date | Technician | Make / model / serial

A Electrical Supply & Safety

Line voltage at unit (L1–L2) *	_____ V **Target:** 228–252 V (240 V ±5%)
Control voltage at thermostat terminals (R–C) *	_____ V **Target:** 24–28 V
Breaker size	_____ A
Wire gauge correct for breaker/distance	☐ Pass ☐ Fail ☐ N/A
Fuses / internal breakers — condition	☐ Pass ☐ Fail ☐ N/A
Disconnect within sight of unit	☐ Pass ☐ Fail ☐ N/A
Electrical connections — tight *	☐ Pass ☐ Fail ☐ N/A
Ground wire connected SAFETY	☐ Pass ☐ Fail ☐ N/A
Burn marks or discoloration at terminals SAFETY	☐ Yes ☐ No
Unit cabinet — no signs of overheating SAFETY	☐ Pass ☐ Fail ☐ N/A

B Heat Strips & Sequencers

Number of heat strip stages *	_____ stages
Nameplate heating capacity	_____ kW
Heat strips — visual condition (corrosion, pitting, burns) * SAFETY	☐ Pass ☐ Fail ☐ N/A
Heat strip continuity — all elements *	☐ Pass ☐ Fail ☐ N/A
Stage 1 amp draw *	_____ A
Stage 2 amp draw	_____ A
Stage 3 amp draw	_____ A
Total heating amps — all stages	_____ A **Target:** Within nameplate (kW × 1000 ÷ V)
Sequencers / relays — stages energize in order *	☐ Pass ☐ Fail ☐ N/A
Time delay between stages	_____ sec **Target:** Typically 30–90 sec
High-limit switch tested SAFETY	☐ Pass ☐ Fail ☐ N/A
Thermal fuse / limit links — intact SAFETY	☐ Pass ☐ Fail ☐ N/A

C Blower & Airflow

Air filter — condition	☐ Pass ☐ Fail ☐ N/A
Air filter — replaced	☐ Pass ☐ Fail ☐ N/A
Air filter size	_____
Air filter MERV rating	_____

Blower wheel — clean	☐ Pass ☐ Fail ☐ N/A
Blower motor — condition	☐ Pass ☐ Fail ☐ N/A
Blower motor amps	_____ A
Blower motor type	☐ PSC ☐ ECM ☐ Variable Speed
Supply air temperature *	_____ °F
Return air temperature *	_____ °F
Temperature rise (Delta T) *	_____ °F auto in app **Target:** Per nameplate (typically 30–60°F)
Nameplate temperature rise range	_____
Static pressure (TESP) *	_____ in. WC **Target:** 0.3–0.7 in. WC
Ductwork visible — no leaks	☐ Pass ☐ Fail ☐ N/A

D Controls & Operation

Thermostat type	☐ Manual ☐ Programmable ☐ Smart
Thermostat call for heat — all stages respond *	☐ Pass ☐ Fail ☐ N/A
Blower runs with heat call *	☐ Pass ☐ Fail ☐ N/A
Emergency / auxiliary heat mode tested (heat pump systems)	☐ Pass ☐ Fail ☐ N/A
Control board — no fault codes	☐ Pass ☐ Fail ☐ N/A
Active fault codes	_____
Humidifier present	☐ Yes ☐ No
Humidifier pad — replaced	☐ Pass ☐ Fail ☐ N/A
No burning smell or abnormal noise on startup SAFETY	☐ Pass ☐ Fail ☐ N/A
System cycles on/off normally	☐ Pass ☐ Fail ☐ N/A

E Overall System Assessment

Overall system condition *	☐ Excellent ☐ Good ☐ Fair ☐ Needs Attention ☐ Do Not Operate
Technician notes	_____
System age (years)	_____ yrs
Estimated remaining life	☐ 10+ yrs ☐ 5–10 yrs ☐ 1–5 yrs ☐ End of life
Recommended next service	_____
Estimated repair / follow-up cost	_____ $

6 Water Heater Inspection

Tank and tankless, gas or electric: T&P, venting, temperature, anode, flush.

28 items · 6 readings

Customer | Address | Date | Technician | Make / model / serial

A Unit Information

Water heater type *	☐ Tank (Gas) ☐ Tank (Electric) ☐ Tankless (Gas) ☐ Tankless (Electric) ☐ Heat Pump
Manufacturer	_____
Model number	_____
Serial number	_____
Age (years)	_____ yrs
Capacity (gallons)	_____ gal
BTU / wattage input	_____

B Safety

T&P relief valve — present and operational SAFETY	☐ Pass ☐ Fail ☐ N/A
T&P discharge pipe — routed to drain SAFETY	☐ Pass ☐ Fail ☐ N/A
Expansion tank — present	☐ Pass ☐ Fail ☐ N/A
Expansion tank — pressure correct	☐ Pass ☐ Fail ☐ N/A
Seismic straps (if required)	☐ Pass ☐ Fail ☐ N/A
Proper venting / combustion air	☐ Pass ☐ Fail ☐ N/A
CO detector in vicinity	☐ Pass ☐ Fail ☐ N/A
Gas leak test — passed SAFETY	☐ Pass ☐ Fail ☐ N/A
Drip pan and drain — present	☐ Pass ☐ Fail ☐ N/A
Water supply shutoff — operational	☐ Pass ☐ Fail ☐ N/A

C Performance

Temperature at tap	_____ °F **Target:** 120°F recommended
Thermostat setting	_____ °F
Anode rod — condition	☐ Good ☐ Fair ☐ Replace ☐ Not Checked
Sediment flush performed	☐ Pass ☐ Fail ☐ N/A
Burner / element — condition	☐ Pass ☐ Fail ☐ N/A
Flue / vent — condition	☐ Pass ☐ Fail ☐ N/A
Water connections — no leaks	☐ Pass ☐ Fail ☐ N/A
Unit exterior — corrosion	☐ Pass ☐ Fail ☐ N/A

D Findings & Recommendations

Overall condition *	☐ Good ☐ Fair ☐ Poor ☐ Replace Recommended
Technician notes	_____
Estimated repair / follow-up cost	_____ $

7 Duct Inspection

Static pressure, leakage, insulation, registers and returns.

33 items · 13 readings · 2 calculated for you in the app

Customer | Address | Date | Technician | Make / model / serial

A Visual Inspection

Duct material type *	☐ Sheet Metal ☐ Flex Duct ☐ Ductboard ☐ Mixed
Duct insulation condition SAFETY	☐ Pass ☐ Fail ☐ N/A
Visible mold or moisture SAFETY	☐ Yes ☐ No
Visible damage or disconnections SAFETY	☐ Yes ☐ No
Duct support and hangers	☐ Pass ☐ Fail ☐ N/A
Accessible joints sealed	☐ Pass ☐ Fail ☐ N/A
Return air pathway adequate	☐ Pass ☐ Fail ☐ N/A
Photos of ductwork condition	☐ Photo taken

B Airflow Measurements

Blower fan speed setting	☐ Low ☐ Medium ☐ High ☐ Auto
Total system CFM (measured) *	_____ CFM
Design CFM per ton	_____ CFM/ton
Supply static pressure *	_____ in. WC
Return static pressure *	_____ in. WC
Total external static pressure *	_____ in. WC auto in app **Target:** ≤ 0.50 in. WC
Filter pressure drop	_____ in. WC
Equipment rated static pressure	_____ in. WC

C Register Readings

Number of supply registers	_____
Number of return grilles	_____
Lowest room CFM measured	_____ CFM
Highest room CFM measured	_____ CFM
Room-to-room temp balance within 3°F	☐ Pass ☐ Fail ☐ N/A **Target:** ≤ 3°F room-to-room
All registers open and unobstructed	☐ Pass ☐ Fail ☐ N/A

D Duct Leakage Testing

Test method	☐ Duct Blaster ☐ Pressure Pan ☐ Visual Only
Total duct leakage	_____ CFM25
Duct leakage to outside	_____ CFM25
Leakage as percent of system CFM	_____ % auto in app **Target:** ≤ 8% new construction, ≤ 12% existing
Major leak locations identified	_____

Photos of leak locations	☐ Photo taken

E Recommendations

Duct sealing recommended	☐ Yes ☐ No
Duct replacement recommended	☐ Yes ☐ No
Insulation upgrade recommended	☐ Yes ☐ No
Additional notes	_____
Estimated repair / follow-up cost	_____ $

8 Indoor Air Quality Assessment

Humidity, filtration, ventilation, CO and the equipment that treats the air.

34 items · 11 readings

Customer _____ Address _____ Date _____ Technician _____ Make / model / serial _____

A Temperature & Humidity

Indoor temperature *	_____ °F
Indoor relative humidity *	_____ %RH **Target:** 30–50%
Outdoor temperature	_____ °F
Outdoor relative humidity	_____ %RH
Condensation on windows or surfaces	☐ Yes ☐ No
Visible mold growth anywhere SAFETY	☐ Yes ☐ No

B Air Quality Readings

CO2 level *	_____ ppm **Target:** < 1000 ppm
CO level * SAFETY	_____ ppm **Target:** < 9 ppm
PM2.5	_____ µg/m³ **Target:** < 12 µg/m³
VOC level	_____ ppb **Target:** < 500 ppb
Radon level (if applicable)	_____ pCi/L **Target:** < 4.0 pCi/L
Test equipment used	_____

C Ventilation

Fresh air intake present	☐ Yes ☐ No
Fresh air damper operational	☐ Pass ☐ Fail ☐ N/A
Exhaust fans operational	☐ Pass ☐ Fail ☐ N/A
Bathroom exhaust vented to outside SAFETY	☐ Pass ☐ Fail ☐ N/A
Kitchen exhaust vented to outside SAFETY	☐ Pass ☐ Fail ☐ N/A
ERV/HRV present	☐ Yes ☐ No
ERV/HRV filter condition	☐ Pass ☐ Fail ☐ N/A

D Filtration & Purification

Filter type	☐ Fiberglass ☐ Pleated ☐ HEPA ☐ Electrostatic ☐ Washable
Filter MERV rating	_____ **Target:** MERV 8 minimum recommended
Filter size	_____
Filter condition	☐ New ☐ Good ☐ Dirty ☐ Needs Replacement
UV germicidal light installed	☐ Yes ☐ No

UV bulb condition	☐ Pass ☐ Fail ☐ N/A
Air purifier / ionizer installed	☐ Yes ☐ No
Air purifier condition	☐ Pass ☐ Fail ☐ N/A

E Observations & Recommendations

Odors detected	☐ Pass ☐ Fail ☐ N/A
Dust accumulation level	☐ Minimal ☐ Moderate ☐ Heavy
Pet dander concerns	☐ Yes ☐ No
Recent renovation or construction	☐ Yes ☐ No
IAQ improvement recommendations	_____
Photos of IAQ concerns	☐ Photo taken
Estimated repair / follow-up cost	_____ $