

**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 |
|--------------------------|--------------------------|---|

**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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_