

HVAC MAINTENANCE COMPANY

HVAC MAINTENANCE CHECKLIST TEMPLATE



My Site

TUESDAY 15th September 2026

83.33 %
(15.0/18.0)

HVAC				(15/18) 83.3 %
Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
1	Properly cleaned air vents	(1/1)	PASS	
2	All are filters have been changed	(1/1)	PASS	
3	Properly cleaned blower motors and ductwork	(1/1)	PASS	
4	No excessive noise or vibration in the blower motors	(0/1)	FAIL	
5	Proper drainage of the condensate drain pan	(1/1)	PASS	
6	Flexible duct connectors are checked	(1/1)	PASS	
7	Secured panels and guards	(1/1)	PASS	
8	Electrical hardware and connections in good condition	(1/1)	PASS	
9	All equipment tested and safe	(0/1)	FAIL	
10	Properly operating interior unit	(1/1)	PASS	
11	No excessive noise or vibration in the condenser motor bearings	(0/1)	FAIL	
12	Condenser air intake, discharge and coil are checked	(1/1)	PASS	
13	Insulation and pipes are in good condition	(1/1)	PASS	
14	Access panels secured and in good condition	(1/1)	PASS	
15	Good operating of exterior unit	(1/1)	PASS	
16	Regular checks of the air lines	(1/1)	PASS	
17	Air filters are cleaned and changed regularly	(1/1)	PASS	

18	Monitoring of oil levels on the air compressor pumps	(1/1)	PASS
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DECLARATION

 Auditor (Aashiqe Rasul)	
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