

HVAC Whole Foods Market Inspection Report (Spring)

Technician:

Date:

Store #:

STL Signature:

Item	Standard Maintenance	Complete Yes/No	Photos Required	Extra Work Required
1	Check in at the customer service desk. Record the name of the leadership team member you spoke with here: Name:			
2	Check all large electrical connections on equipment for tightness. Inspect all wiring for chafing.			
3	Inspect the operation and report any deficiencies of the desiccant wheel.			
4	Inspect operation of and clean all air curtains.		Yes	
5	Measure and record store humidity levels. % RH:			
6	Inspect and clean HVAC drain pan units and traps. Take photo of trap in good condition.		Yes	
7	Check refrigerant levels; leak check and repair as necessary.			
8	Check and stage all compressors.			
9	Check the function of all mini split systems (computer rooms, elevator rooms, IT closets). Also check, clean and test the condensate pumps on these systems.			
10	Check all oil safety controls, high/low pressure controls and other compressor controls for proper operation and settings. Verify that they function properly.			
11	Verify all Schrader valves and service valves have caps and are tight. NO PLASTIC CAPS on Schrader valves.			
12	Check crankcase heater operation.			
13	Check and verify proper operation of all phase monitors.			
14	Pressure wash and appropriately clean all condenser coils. This needs to be done no later than May.			
15	Clean condensers and verify that all fans function. Inspect blades for damage.			
16	Check alarm logs. Identify recurring alarms that need attention.			
17	Check settings for all HVAC systems in controller. Verify that they are correct for the season.			
18	Check all controllers for overrides. Determine why, if any, overrides are in place.			
19	If store is set up for pressure monitoring, verify and document positive building pressure. Pressure Reading:			
20	Check entire unit for leaks with electronic leak detector.			
21	Check refrigerant piping clamps and hangers. Tighten loose connections.			
22	Check refrigerant piping insulation for missing sections or splits.			
23	Test and verify that each stage of heating and cooling functions. Use controller to force each stage on and off to verify that controls work properly.			
24	Test and verify VSD function of HVAC units if applicable. Clean heat sink on VSD.			
25	Lubricate bearings on roof top HVAC units and exhaust fans.		Yes	
26	Check belts in HVAC units for proper tension and wear. Check pulleys for abnormal wear.			
27	Check belts and pulleys of all exhaust fans and make up air units on roof.			
28	Verify that all exhaust fans and make up air units function properly.			
29	Upload copy of report to WFM Work Order Management System			
30	Any refrigerant added must be entered in Trakref Refrigerant Tracking System within 3 business days			
31	Please take photos of the below at the frequency specified:			
a	Condenser coils before and after work has been completed		Yes	
b	Condenser coil fins before and after work has been completed		Yes	

c	Evaporator coils after work has been completed		Yes	
d	Fan guards after work has been completed		Yes	
e	Air filters before and after work has been completed		Yes	
f	Belt replacement and spare in unit after work has been completed		Yes	
g	General condition of unit and surrounding area before and after work has been completed		Yes	
h	Condition of outside air filter before and after work has been completed		Yes	
i	Condition of filter in unit (including those supplied by others) after work has been completed		Yes	
j	Air curtains over door showing housing clear of dust and debris before and after work has been completed		Yes	
k	Condensate lines in place (not broken or missing) and terminating at roof drains before and after work has been completed		Yes	
l	HVAC Panels before and after work has been completed – Ensure they are secure and all screws are in place		Yes	
32	Check out at the customer service desk. See if there are any open work orders at the store that can be presently addressed. Record the name of the leadership team member you spoke with here: Name:			

Additional Seasonal Items

Item	Standard Maintenance	Complete Yes/No	Photos Required	Extra Work Required
1	Clean washable filters in accordance with local ordinances		Yes	
2	Straighten bent fins on all condenser coils.		Yes	
3	Check and start up all air conditioning equipment and swamp coolers.			
4	Record TD across evaporator coils with all stages of cooling on: HVAC 1: HVAC 2: HVAC 3: HVAC 4: HVAC 5: HVAC 6: HVAC 7: HVAC 8: HVAC 9: HVAC 10: HVAC 11: HVAC 12: HVAC 13: HVAC 14: HVAC 15: HVAC 16:			
5	Replace belts in all roof top HVAC units, exhaust fans and make up air units. Leave an additional belt in the unit for emergencies.		Yes	
6	Check cleanliness of air conditioning evaporator coils		Yes	

HVAC Outstanding Identifiable Issues

Please list any items that were not addressed on this visit and require attention. Organize items by critical and non-critical, with critical items being defined as needing immediate attention while non-critical items are not urgent.

	Items That Require Additional Work	Critical	Non-Critical
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