CUSHMAN HVAC SITE SURVEY FORM

HVAC INSPECTION CHECKLIST

1. General Inspection

- [ ] Visual Inspection: Check for any visible signs of wear, damage, or leaks in the HVAC system while conducting this site survey.
- [ ] System Integrity: Look for rust, corrosion, or any physical damage to the HVAC components. Coils, piping, insulation, and heat exchangers, etc.

2. Building Positive Pressure

- [ ] Building pressurization verification at the front door and entry ways. This will determine if the building is positive or negative.
- [ ] Based on if the building is in a negative, recommend a system balancing of the HVAC system.

3. Equipment Checks

- [ ] Air Filters: Inspect and document air filter sizes.
- [ ] Thermostat: Check the thermostat settings and operation. Ensure it is calibrated correctly. Note any deficiencies.
- [ ] Electrical Components: Inspect all electrical connections for safety and proper wiring. Note any hot spots or burned up connections.
- [ ] Blower Assembly: Inspect the blower motor and fan for proper operation and cleanliness. Ensure belts are tight. Document size and quantity.
- [ ] Condensate Drain: Check the condensate drain pan and lines for blockages or leaks
- [ ] VRF Systems

4. Delta T Measurement

- [ ] Temperature Measurement: Measure the temperature difference (Delta T) between the return air and the supply air. This helps assess the efficiency of the system. (Should be between 18-20 degrees)
  - [ ] Cooling
  - [ ] Heating
- [ ] Check and record supply and discharge air. Take a dewpoint reading in multiple areas throughout the building and document.
- [ ] Verify heating mode

5. System Performance

- [ ] Leak check
- [ ] Coil Inspection: Inspect the evaporator and condenser coils. Recommend coil cleanings or request WO for emergency cleaning.
- [ ] Fan Operation: Verify that all fans are operating correctly and are free of debris.
- [ ] Ductwork: Inspect ductwork for leaks, damage, and cleanliness

RSC Mechanical, Inc. 586-939-9586 service@rscmech.com

6. Safety Checks

- [ ] Carbon Monoxide: Test for carbon monoxide leaks, especially in gas furnace heat exchangers.
- [ ] Safety Controls: Ensure all safety controls and switches are functioning properly.

7. Final Testing

- [ ] System Cycling: Cycle the HVAC system to ensure it operates correctly in both heating and cooling modes
- [ ] Performance Verification: Verify that the system maintains the desired indoor temperature and humidity levels.

Notes *(Provide quantity and sizes for belts and filters on each unit. Indicate units that are not running and any issue the site is experiencing)*

RSC Mechanical, Inc. 586-939-9586 service@rscmech.com