

HVAC Whole Foods Market Inspection Report (Fall)

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	Clean and verify operations of heating coils on air curtains.		Yes	
6	Measure and record store humidity levels. % RH:			
7	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.			
8	Check all oil safety controls, high/low pressure controls and other compressor controls for proper operation and settings. Verify that they function properly. Not Necessary on Heat Start Up.			
9	Verify all Schrader valves and service valves have caps and are tight. NO PLASTIC CAPS on Schrader valves.			
10	Check crankcase heater operation			
11	Check and verify proper operation of all phase monitors			
12	Pressure wash and appropriately clean all condenser coils			
13	Clean condensers and verify that <i>all</i> fans function. Inspect blades for damage.			
14	Check alarm logs. Identify recurring alarms that need attention.			
15	Check settings for all HVAC systems in controller. Verify that they are correct for the season.			
16	Check all controllers for overrides. Determine why, if any, overrides are in place,			
17	If store is set up for pressure monitoring, verify and document positive building pressure. Pressure Reading:			
18	Check entire unit for leaks with electronic leak detector.			
19	Check refrigerant piping clamps and hangers. Tighten loose connections.			
20	Check refrigerant piping insulation for missing sections or splits.			
21	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.			
22	Test and verify VSD function of HVAC units if applicable. Clean heat sink on VSD.			
23	Lubricate bearings on roof top HVAC units and exhaust fans.		Yes	
24	Check belts in HVAC units for proper tension and wear. Check pulleys for abnormal wear.			
25	Check belts and pulleys of all exhaust fans and make up air units on roof.			
26	Verify that all exhaust fans and make up air units function properly.			
27	Cycle heat on and run in heat mode to burn off any residual dust.			
28	Inspect all heat exchangers for cracks and overall wear			
29	Ensure venter motors are in working order.			
30	Check function of ignitors and ignition control.			
31	Inspect all backroom unit heaters and test in heat function for proper operation.			
32	Check operation of hanging heaters.			
33	Upload copy of report to WFM Work Order Management System.			
34	Any refrigerant added must be entered in Trakref Refrigerant Tracking System within 3 business days			

35	Please take photos of the below at the frequency specified:		Yes	
a	Condenser coils before and after work has been completed		Yes	
b	Evaporator coils after work has been completed		Yes	
c	Fan guards after work has been completed		Yes	
d	Air filters before and after work has been completed		Yes	
e	Belt replacement and spare in unit after work has been completed		Yes	
f	General condition of unit and surrounding area before and after work has been completed		Yes	
g	Condition of outside air filter before and after work has been completed		Yes	
h	Condition of filter in unit (including those supplied by others) after work has been completed		Yes	
i	Air curtains over door showing housing clear of dust and debris before and after work has been completed		Yes	
j	HVAC Panels before and after work has been completed – Ensure they are secure and all screws are in place.		Yes	
36	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	Shut down all seasonal all air conditioning equipment and swamp coolers in areas where freezing temperatures are present.			
3	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:			
4	Visually inspect heat exchangers on HVAC units for cracks or holes. Disable any equipment that has a damaged heat exchanger. Inform the Sustainable Facilities team of any safety issues with heating equipment immediately.			

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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