OpsAuditHub opsauditihub.com	DOC ID: **SAF-0187**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **ASHRAE Standard 180-2018 / OSHA 29 CFR 1910.134 / NFPA 90A**	AUDIT FREQUENCY: **Quarterly Audit**

Hvac Quarterly Maintenance Log Compliance Checklist

Operational Scope: Establishes a mandatory quarterly verification standard for commercial HVAC systems to ensure indoor air quality, fire damper integrity, and electrical safety. Mitigates mechanical hazards and ensures complete regulatory compliance across all facility operations managed by OpsAuditHub.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Cut-Resistant Mechanics Gloves, Steel-Toe Safety Footwear (ASTM F2413), Nitrile Chemical-Resistant Gloves, N95 Particulate Respirator
PREREQUISITES:	Verify proper Lockout/Tagout (LOTO) isolation on all high-voltage electrical disconnects. | Review previous quarterly maintenance logs and outstanding work orders. | Ensure roof access hatches and mechanical room clearances are unobstructed.

AIR DISTRIBUTION AND FILTRATION SYSTEMS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Air Handling Unit (AHU) Filtration**	Inspect filters for particulate loading, bypass gaps, and frame integrity; replace if pressure drop exceeds manufacturer threshold.	Standard	[ ] PASS [ ] FAIL [ ] N/A
2	**Condensate Drain Pans and Traps**	Verify free flow of condensate, ensure pans are free of biological growth or standing water, and check trap priming.	Warning	[ ] PASS [ ] FAIL [ ] N/A
3	**Supply and Return Ductwork Connections**	Inspect flexible duct joints and trunk line insulation for tears, air leaks, or thermal breakdown.	Standard	[ ] PASS [ ] FAIL [ ] N/A

MECHANICAL AND ELECTRICAL COMPONENTS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Blower Belts and Pulleys**	Check belt tension, alignment, and surface wear; ensure pulleys are tightly secured to shafts with zero lateral play.	Warning	[ ] PASS [ ] FAIL [ ] N/A
5	**Electrical Terminals and Contactors**	Inspect control wiring for thermal discoloration, corrosion, or loose lugs; verify torque specs on high-voltage connections.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A
6	**Refrigerant Circuit and Compressor**	Check for oil residue indicating leaks, measure operating pressures, and verify crankcase heater operation.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A
7	**Condenser and Evaporator Coils**	Inspect coil fins for particulate buildup, damage, or restriction; clean using approved non-corrosive coil cleaner if required.	Standard	[ ] PASS [ ] FAIL [ ] N/A

LIFE SAFETY AND CONTROLS INTEGRATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Fire and Smoke Dampers**	Actuate dampers manually or via building automation system (BAS) to confirm 100% closure and uninterrupted linkage movement.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A
9	**Thermostat and BAS Calibration**	Verify zone temperature sensors are calibrated within +/- 1 degree F of reference thermometer and setpoints respond accurately.	Standard	[ ] PASS [ ] FAIL [ ] N/A
10	**Emergency Shut-Off and Interlocks**	Test remote HVAC shutdown switches and smoke detector duct interlocks to ensure complete system de-energization.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A

Certified HVAC Technician / Lead Auditor Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Facility Operations Manager / Safety Director Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 36 months in accordance with OpsAuditHub compliance recordkeeping guidelines and regulatory mandates.

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