OpsAuditHub opsauditihub.com	DOC ID: **SAF-0186**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **ASHRAE Standard 180 / OSHA 29 CFR 1910.134**	AUDIT FREQUENCY: **Daily Pre-Shift**

Hvac Quarterly Maintenance Log Daily Log Sheet

Operational Scope: Establishes daily operational tracking for commercial HVAC systems to ensure optimal indoor air quality and thermal regulation. Mitigates mechanical failure risks and ensures adherence to mandatory facility environmental compliance frameworks.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Nitrile Chemical-Resistant Gloves, Steel-Toe Boots (ASTM F2413), Cut-Resistant Mechanics Gloves, N95 Dust Mask / Respirator
PREREQUISITES:	Verify proper Lockout/Tagout (LOTO) protocols are executed before accessing internal mechanical components. | Ensure portable gas monitor and electrical multimeters are calibrated and operational. | Confirm clear maintenance clearance perimeter around all AHU and chiller units.

AIR HANDLING & FILTRATION INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Pre-filters and MERV 13 Final Filters**	Inspect pressure drop across filter bank; ensure differential pressure does not exceed manufacturer threshold of 1.0 in. w.g.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Condensate Drain Pans & Traps**	Verify free flow of condensation, absence of standing water, and proper biocidal tablet placement to prevent algal growth.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Blower Belts and Drive Pulleys**	Check belt tension, alignment, and absence of fraying or cracking; deflection must measure between 1/2 to 3/4 inch.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

ELECTRICAL & MECHANICAL CONTROLS VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Compressor Terminal Connections**	Check for signs of thermal discoloration, arcing, or loose wiring terminals using a thermal imaging camera.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Refrigerant Circuit Pressure**	Verify suction and discharge line pressures align with ambient temperature chart specifications with no oil residue indicating leaks.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**BMS Interface & Thermostat Calibration**	Confirm building management system sensors match ambient room temperature within a +/- 1.5 degrees Fahrenheit tolerance.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

EXHAUST & VENTILATION AIRFLOW AUDIT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Outdoor Air Intake Dampers**	Ensure actuator linkage moves freely and damper blades seal tightly when closed, preventing unintended outside air infiltration.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Vibration Isolators and Bearings**	Listen for abnormal bearing noise and check spring/rubber isolators for excessive vibration or bottoming out.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified HVAC Technician / Lead Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Facility Maintenance Supervisor / Safety Officer Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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