OpsAuditHub opsauditihub.com	DOC ID: **SAF-0183**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **ASHRAE Standard 180 / OSHA 29 CFR 1910.134**	AUDIT FREQUENCY: **Quarterly Audit**

Hvac Quarterly Maintenance Log Inspection Checklist

Operational Scope: This quarterly inspection checklist governs the preventive maintenance verification of commercial HVAC air handling units, ventilation systems, and associated electrical controls within office facilities. It mitigates indoor air quality hazards, prevents mechanical failures, and ensures compliance with occupational safety and environmental health standards.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Nitrile Gloves (Chemical Resistant), Cut-Resistant Work Gloves, Steel-Toe Safety Boots (ASTM F2413), Disposable N95 Respirator Dust Mask
PREREQUISITES:	Verify energy isolation and execute Lockout/Tagout (LOTO) protocols on targeted HVAC breaker panels. | Notify facility occupants and building management regarding temporary air system testing interruptions. | Inspect all hand tools, multimeters, and climbing ladders for structural soundness and calibration compliance.

AIR FILTRATION & COIL INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Pre-Filters and MERV-Rated Final Filters**	Filters must be clean, securely seated with zero bypass gaps, and free of heavy particulate loading or moisture saturation.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Evaporator and Condenser Coils**	Coil fins must be straight, undamaged, and free of organic growth, dust buildup, or chemical corrosion blocking airflow.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Condensate Drain Pan and P-Trap**	Drain pan must drain freely with no standing water or algae accumulation; P-trap must be primed and free of blockages.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

MECHANICAL & ELECTRICAL SYSTEMS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Blower Belts and Pulleys**	Drive belts must show correct tension (approx. 1/2-inch deflection) with zero fraying, cracking, or pulley misalignment.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Blower Motor and Bearings**	Motor mounts must be secure; bearings must operate smoothly without excessive vibration, squealing, or high thermal output.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Electrical Terminal Connections**	All wiring terminals and contactors must be tight, free of thermal discoloration, corrosion, or frayed conductor strands.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Dampers and Actuators**	Fresh air intake and exhaust dampers must cycle smoothly through full open-to-close ranges without mechanical binding.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

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

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