OpsAuditHub opsauditihub.com	DOC ID: **SAF-0184**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **ASHRAE 180, OSHA 29 CFR 1910.1200, NFPA 90A**	AUDIT FREQUENCY: **Quarterly Audit**

Hvac Quarterly Maintenance Log Safety Audit Checklist

Operational Scope: Establishes a mandatory quarterly inspection protocol for commercial HVAC systems to mitigate electrical, mechanical, and indoor air quality hazards. Ensures compliance with occupational safety standards and prevents catastrophic equipment failure.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Cut-Resistant Mechanics Gloves, Electrical Arc Flash Face Shield (NFPA 70E), Steel-Toe Safety Boots (ASTM F2413), Disposable N95 Particulate Respirator
PREREQUISITES:	Lockout/Tagout (LOTO) energy isolation verified prior to opening electrical cabinets | Permit-required confined space entry authorization obtained if accessing internal blower decks | Verify stable working platforms and fall protection before accessing rooftop units

ELECTRICAL & CONTROL PANEL SAFETY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Main Disconnect Enclosure**	Disconnect box is securely mounted, free of rust or corrosion, and padlock-ready for LOTO compliance.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Electrical Terminal Lugs**	All high-voltage wiring connections are torqued to manufacturer specification with no visible signs of arcing or thermal degradation.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Control Circuit Fuses**	Fuses match rated amperages exactly with no evidence of bypassing or jumper wires installed.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

MECHANICAL & BLOWER ASSEMBLY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Drive Belts and Pulleys**	Belts exhibit correct tension and zero fraying; pulleys are properly aligned and free of excessive lateral wobble.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Blower Wheel & Bearings**	Blower wheel is clean of debris buildup; pillow block bearings are lubricated with no abnormal acoustic vibration or heat.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Safety Guarding**	All OSHA-compliant belt guards, fan screens, and access panels are securely fastened in place prior to re-energization.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

INDOOR AIR QUALITY & DRAINAGE

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Condensate Drain Pans & Lines**	Drain pans slope properly toward the outlet with zero standing water, biological growth, or blockage in trap lines.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Air Filtration Banks**	MERV-rated filters are securely seated with no bypass gaps; pressure differential across banks is within acceptable baseline parameters.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Coil Cleanliness (Evaporator/Condenser)**	Coil fins are straight, unbent, and free of dust, grease, or environmental scaling that impedes proper heat transfer.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

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

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