OpsAuditHub opsauditihub.com	DOC ID: **SAF-0185**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **ASHRAE Standard 180 & OSHA 29 CFR 1910.134**	AUDIT FREQUENCY: **Quarterly Maintenance Audit**

Hvac Quarterly Maintenance Log Sop Template

Operational Scope: Establishes a standardized quarterly inspection protocol for commercial HVAC systems to ensure indoor air quality and mechanical integrity. Mitigates electrical hazards, biological contamination, and unexpected equipment failure while maintaining facility compliance.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Nitrile Chemical-Resistant Gloves, Cut-Resistant Mechanics Gloves, Steel-Toe Safety Boots (ASTM F2413), N95 Particulate Respirator
PREREQUISITES:	Verify system lockout/tagout (LOTO) protocols are fully engaged at the primary disconnect. | Review previous quarterly maintenance logs for unresolved historical deficiencies. | Ensure adequate illumination and unobstructed access to all air handling units.

ELECTRICAL & CONTROLS VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Main Electrical Disconnect & Wiring**	Inspect for signs of thermal stress, loose terminal connections, or corrosion. Verify enclosure seal is intact.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Contactor and Relay Contacts**	Check contact surfaces for pitting, carbon buildup, or chattering during live operation testing.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
3	**Blower Motor Amperage Draw**	Measure operating amperage against the manufacturer data plate rating (must not exceed +/- 10%).	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

MECHANICAL & AIRFLOW INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Air Filtration Media**	Inspect pre-filters and final filters for particulate loading, tears, or bypass. Replace if pressure drop exceeds threshold.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
5	**Drive Belts and Pulleys**	Check belt tension, alignment, and for signs of fraying or cracking. Adjust tension to prevent slip.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
6	**Blower Wheel & Housing**	Inspect blower blades for dust accumulation, imbalance, or structural damage. Clean as required.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
7	**Fan Motor Bearings**	Check for excessive vibration, abnormal acoustic noise, or lack of proper lubrication.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

COILS, DRAINAGE, & IAQ ASSESSMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Evaporator & Condenser Coils**	Inspect coil fins for fin damage, mold growth, or debris obstruction. Clean with approved coil cleaner if fouled.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
9	**Condensate Drain Pan & Trap**	Ensure condensate line is flowing freely, trap is primed, and drain pan has no standing water or microbial growth.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
10	**Outdoor Air Intake Dampers**	Verify actuator linkage operates smoothly and dampers seal tightly upon system shutdown.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

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

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