

HVAC Inspection Checklist

Customer		Date / technician	
Service address		Unit ____ of ____ · location	☐ attic ☐ closet ☐ basement ☐ garage ☐ crawl ☐ yard ☐ roof · serves _____
Reason	☐ First visit on a new maintenance agreement ☐ Home sale (☐ buyer ☐ seller) ☐ Landlord / property manager ☐ Seasonal walk-through ☐ Other: _____		

1. Nameplate capture (photograph the full data plate first)

Field	Indoor unit (furnace / air handler / coil)	Outdoor unit (condenser / heat pump)
Type · make · model	☐ gas furnace ☐ air handler ☐ oil ☐ coil ☐ mini split head _____	☐ AC ☐ heat pump ☐ package ☐ mini split _____
Serial · mfg date · age	_____ · _____ · ____ yrs	_____ · _____ · ____ yrs
Capacity	Input _____ · output _____ BTU/h · blower ____ ton	____ tons (model digits 024 = 2, 036 = 3, 048 = 4, 060 = 5)
Refrigerant	Coil: ☐ R-410A ☐ R-454B ☐ R-32 ☐ R-22 ☐ ____	☐ R-410A ☐ R-454B ☐ R-32 ☐ R-22 ☐ ____ · charge ____ oz
Electrical (plate vs installed)	____ V · MCA ____ · MOP ____ · breaker ____ A	____ V · MCA ____ · MOP ____ · breaker ____ A
Filter · IAQ · thermostat	Filter nominal _____ · actual _____ · ☐ 1" ☐ 4" ☐ washable · at ☐ grille ☐ unit · qty ____ UV bulb _____ ☐ humidifier Thermostat _____ ☐ smart ☐ manual	
Photos taken	☐ both data plates ☐ each unit overall ☐ filter rack ☐ disconnect and breaker ☐ drain and pan ☐ flue / vent ☐ line set ☐ every defect in Section 7	

2. Safety (first; stop and report on any Fail)

Check	Reading / target	Result
CO in ambient air, at unit and at a supply register	____ / ____ ppm. Typical home 0.5 to 5; investigate over 9; leave and report over 35	☐ Pass ☐ Flag ☐ Fail
Flue CO air free (analyzer, gas furnace)	____ ppm · O2 ____ % · stable at 10 min ☐ . Under 100 target; 400 or more = shut down	☐ Pass ☐ Flag ☐ Fail ☐ N/A
Gas leak check: valve, unions, flex, drip leg	Detector sweep ☐ · bubble test on any hit ☐ · leak at: _____	☐ Pass ☐ Fail ☐ N/A
Venting / flue	Connected ☐ sloped ☐ no corrosion or holes ☐ clearances ☐ termination clear ☐	☐ Pass ☐ Flag ☐ Fail
Burner flame · rollout · heat exchanger (visible surfaces)	Flame ☐ blue, steady ☐ yellow / lifting · scorch marks ☐ · HX ☐ no visible cracks or rust-through ☐ suspected crack at _____	☐ Pass ☐ Flag ☐ Fail
Electrical: disconnect, breaker, wiring	Disconnect works ☐ · breaker ≤ MOP ☐ · no burnt or loose wiring ☐ · ground ☐	☐ Pass ☐ Flag ☐ Fail

Check	Reading / target	Result
Condensate · combustion air · CO alarm	Drain flows ☐ · float switch or secondary ☐ · pan rust or water ☐ · clearances and intake clear ☐ · CO alarm in home ☐	☐ Pass ☐ Flag ☐ Fail

3. Cooling readings (running 10 minutes or more; record, do not adjust)

Reading	Value / target	Result
Return · supply · temperature split	Return ____ °F DB / ____ WB / ____ % RH · outdoor ____ °F · supply ____ °F · split ____ °F (18 to 22 at 45 to 55% RH; lower when humid; a low split is a finding, not a diagnosis)	☐ Pass ☐ Flag
Compressor amps · fan amps vs plate	____ A / RLA ____ ____ A / FLA ____	☐ Pass ☐ Flag
Run capacitor(s) · contactor	Herm ____ / rated ____ µF · fan ____ / rated ____ µF (within ±6%) · contactor ☐ clean ☐ pitted	☐ Pass ☐ Flag
Refrigerant circuit (non-invasive unless charge is in question)	Suction line ____ °F · liquid line ____ °F. Gauges only if needed: ____ / ____ psig · SH ____ (orifice) · SC ____ (TXV) vs plate ____ · oil or frost at ____	☐ Pass ☐ Flag ☐ Suspected leak
Coils · line set · outdoor setting	Condenser ☐ clean ☐ dirty ☐ bent · evaporator ☐ clean ☐ dirty ☐ iced · line insulation ☐ ok ☐ missing · level ☐ · clearance ____ in	☐ Pass ☐ Flag

4. Heating readings (gas furnace or heat pump; record, do not adjust)

Reading	Value / target	Result
Ignition sequence · limit	Inducer ☐ · pressure switch ☐ · lights first try ☐ · retries ____ · high limit cycles during run ☐ yes ☐ no	☐ Pass ☐ Flag
Manifold gas pressure vs plate	____ in WC / plate ____ (natural gas about 3.5; LP about 10)	☐ Pass ☐ Flag ☐ N/A
Temperature rise vs plate range	Return ____ · supply ____ · rise ____ °F · plate ____ to ____ . Near the top means low airflow	☐ Pass ☐ Flag
Flame sensor · blower · inducer	____ µA (1 to 10, ideally 2 to 6) · blower ____ A / FLA ____ ☐ PSC ☐ ECM · inducer ____ A, rust or water ☐	☐ Pass ☐ Flag
Heat pump only	Reversing valve shifts ☐ · defrost board ☐ · strips ____ kW / ____ A · coil ice ☐	☐ Pass ☐ Flag ☐ N/A

5. Airflow and ducts

Check	Value / target	Result
Total external static pressure	Return ____ · supply ____ · total ____ in WC vs plate max ____ (most residential equipment is rated 0.5; return at 0.4 or more is high)	☐ Pass ☐ Flag
Filter as found · ducts · thermostat	Filter ☐ clean ☐ dirty ☐ collapsed ☐ missing ☐ wrong size · crushed or open runs ☐ · leaks at	☐ Pass ☐ Flag

Check	Value / target	Result
	plenum ☐ · returns __ supplies __ · thermostat calls heat ☐ cool ☐ reads ____ vs ____	

6. Condition grade

Grade	Label	Meaning
5	Like new	Under 3 years old, every reading inside target, no findings.
4	Good	Inside targets; minor findings only (dirty filter, missing insulation, cosmetic rust).
3	Fair	Runs, but a reading is outside target or a wear part is near its limit. Repairs recommended.
2	Poor	Major component at risk, refrigerant leak, safety flag, or past median life with findings.
1	Replace / unsafe	Locked out, high CO, suspected cracked heat exchanger, failed compressor, or age × repair over \$5,000.
This unit: ____ indoor ____ · outdoor ____ · ducts ____ (Good = 4 to 5, Fair = 3, Poor = 1 to 2)		

7. Findings and recommendations

#	Finding (what, where, reading)	Priority	Photo	Estimate	Excluded
1		☐ Safety ☐ Now ☐ Watch		\$	☐
2		☐ Safety ☐ Now ☐ Watch		\$	☐
3		☐ Safety ☐ Now ☐ Watch		\$	☐

8. Age note and acknowledgement

Oldest major component ____ years (ASHRAE median: 15 for AC and heat pump, 18 for furnace). \$5,000 rule: age ____ × repair quote \$ ____ = \$ ____; over \$5,000 favors replacement. Refrigerant ☐ R-22 (not produced since 2020) ☐ R-410A (no new systems built since 2025) ☐ A2L.

Section 7 conditions existed on the inspection date; items marked pre-existing are excluded from any maintenance agreement until repaired and re-inspected. Readings were taken as found; nothing was cleaned, adjusted or added.

Technician signature		Customer signature	
Delivered · next step	☐ printed ☐ emailed · photos ____ ☐ agreement offered ☐ repair estimate ☐ replacement estimate ☐ none		

Free from usedeepsel.com/hvac-inspection-checklist. Maintenance and tune-up versions and a matching equipment log: usedeepsel.com/checklists.