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Sent: Friday, December 06, 2002 10:24 AM
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Subject: revised inspection checklist



HVAC_CHECKLIST_
rev 1c.doc

Krish - please find attached the revised checklist Covino put together based on the conclusions we reached at the meeting earlier this week. covino is also putting together a draft of the instructions to the evaluators. please review this as soon as you can and let me know if you have any comments. you may want to share it with your contractor who was at the meeting. thanks

(See attached file: HVAC_CHECKLIST_rev 1c.doc)

VENTILATION SYSTEM EVALUATION FORM

Part 1.0 General Information

Date of Evaluation:	Building contact name and phone:
Evaluation Team (list name and affiliation):	
(Environmental Professional)	
(HVAC Professional)	
Building Address:	Type of Facility (check all that apply):
	☐ Residential
	☐ Multi-use
	☐ Other (describe)
Date of construction:	
Number of residential units:	Number of floors:
Other comments:	
Prior inspection report available for review?	
HVAC system types (check all that apply and indicate total no. of units)	
☐ Central ventilation system	☐ Mechanical exhaust
Est. no. of units _____	Est. no. of units _____
☐ Mechanical make-up air	☐ Passive shaft/duct
Est. no. of units _____	Est. no. of units _____
☐ Other (describe)	

Part 2.0 Visual Inspection Forms – use attached forms

Additional comments:

2.1 Central Ventilation System Visual Inspection Form

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Ventilation System Identification:			
Location:		Area Served:	
Mechanical room: clean ☐ Y ☐ N dry ☐ Y ☐ N stored chemicals/refuse ☐ Y ☐ N			
System Components [NOTE: if component not present (NP), not found (NF) or inaccessible (I) please indicate in last column]	Surface Dust/Debris Present?	WTC Dust Present?	Component ☐ not present ☐ not found ☐ inaccessible
Outside air intake: Location: _____ Accessible for inspection? Y ☐ N ☐ (explain): _____			
- louvers, grates and/or screens			
- outside air duct			
- outside air damper(s)			
Air handling unit:			
- outside air mixing chamber			
- filter rack(s)			
- filter media			
- blower assembly incl. blower wheel, blower housing, air vanes, in-line noise attenuators			
- blower housing acoustical lining			
- pre-heat coils			
- heating coils			
- cooling coils			
- re-heat coils			
- condensate drain pan			
- supply air plenum			
- supply air plenum damper(s)			
- vibration collars			
Supply air distribution: - Supply air ducts Est. total ln ft _____ No. locations inspected _____ Specify type (circle): <u>metal</u> <u>fibrous glass lined metal</u> <u>masonry</u> <u>fibrous glass board</u> <u>flex-duct</u> <u>wood</u>			
- Accessible in-line fire dampers Est. total qty _____ No. locations inspected _____			
- Accessible turning vanes Est. total qty _____ No. locations inspected _____			
- In-line reheat/cooling coils Est. total qty _____ No. locations inspected _____			
- Supply air diffusers Est. total qty _____ No. locations inspected _____			
Return air distribution: - Return air ducts Est. total ln ft _____ No. locations inspected _____ Specify type (circle): <u>metal</u> <u>fibrous glass lined metal</u> <u>masonry</u> <u>fibrous glass board</u> <u>flex-duct</u> <u>wood</u>			
- Return air plenum Est. total RA plenum areas _____ No. locations inspected _____			
- Return air plenum damper Est. total qty _____ No. locations inspected _____			
- Accessible in-line fire dampers Est. total qty _____ No. locations inspected _____			
- Accessible turning vanes Est. total qty _____ No. locations inspected _____			
- Return air grilles Est. total qty _____ No. locations inspected _____			

2.1 Central Ventilation System Visual Inspection Form

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System Components [NOTE: if component not present (NP), not found (NF) or inaccessible (I) please indicate in last column]	Surface Dust/ Debris Present?	WTC Dust Present?	Component • not present • not found • inaccessible
Other (specify): 			
Other Information: Filter loading (light, moderate, heavy): _____ ☐ Abraded/delaminated acoustical lining ☐ Filter bypass (describe)			
General impression (indicate recommendations for cleaning): 			
KEY: NP = not present; NF = not found; I = inaccessible; U = unknown			

2.2 Mechanical Exhaust System Visual Inspection Form**Page 1 of 1**

Mechanical Exhaust System Identification:

Location:

Area Served:

Mechanical room: clean Y N dry Y N stored chemicals/refuse Y N **System Components**

[NOTE: if component not present (NP), not found (NF) or inaccessible (I) please indicate in last column]

Surface
Dust/
Debris
Present?WTC
Dust
Present?Component
• not present
• not found
• inaccessible**Outside air exhaust:** Location:Accessible for inspection? Y N (explain):

– louvers, grates and/or screens

– outside air duct

– outside air damper(s)

Exhaust fan unit:

– blower assembly incl. blower wheel, housing, air vanes, in-line noise attenuators

– blower housing acoustical lining

– vibration collars

Exhaust air distribution:– Exhaust air ducts Est. total ln ft No. locations inspected Specify type (circle): metal fibrous glass lined metal masonry fibrous glass boardflex-duct wood– Accessible in-line fire dampers Est. total qty No. locations inspected – Accessible turning vanes Est. total qty No. locations inspected – Exhaust air grilles Est. total qty No. locations inspected **Other (specify):****Other Information:****General impression (indicate recommendations for cleaning):****KEY: NP = not present; NF = not found; I = inaccessible; U = unknown**

2.3 Mechanical Make-up Air System Visual Inspection Form

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Mechanical Make-up Air System Identification:			
Location:		Area Served:	
Mechanical room: clean ☐ Y ☐ N dry ☐ Y ☐ N stored chemicals/refuse ☐ Y ☐ N			
System Components (if component not present, not found or inaccessible please indicate)	Surface Dust/Debris Present?	WTC Dust Present?	Component • not present • not found • inaccessible
Outside air intake: Location:			
Accessible for inspection? Y ☐ N ☐ (explain):			
- louvers, grates and/or screens			
- outside air duct			
- outside air damper(s)			
Make-up air handling unit:			
- outside air mixing chamber			
- filter rack(s)			
- filter media			
- blower assembly incl. blower wheel, blower housing, air vanes, in-line noise attenuators			
- blower housing acoustical lining			
- pre-heat coils			
- heating coils			
- cooling coils			
- re-heat coils			
- condensate drain pan			
- supply air plenum			
- supply air plenum damper(s)			
- vibration collars			
Make-up air distribution:			
- Make-up air ducts Est. Total in ft _____ No. locations inspected _____ Specify type (circle): <u>metal</u> <u>fibrous glass lined metal</u> <u>masonry</u> <u>fibrous glass board</u> <u>flex-duct</u> <u>wood</u>			
- Accessible in-line fire dampers Est. total qty _____ No. locations inspected _____			
- Accessible turning vanes Est. total qty _____ No. locations inspected _____			
- In-line reheat/cooling coils Est. total qty _____ No. locations inspected _____			
- Supply air diffusers Est. total qty _____ No. locations inspected _____			
Other (specify):			
Other Information:			
Filter loading (light, moderate, heavy): _____		☐ Abraded/delaminated acoustical lining	
☐ Filter bypass (describe)			

2.3 Mechanical Make-up Air System Visual Inspection Form

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General impression (indicate recommendations for cleaning):

KEY: NP = not present; NF = not found; I = inaccessible; U = unknown

2.4' Passive Shaft/Duct Visual Inspection Form

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Passive Shaft/Duct Identification:			
Location:		Area Served:	
Mechanical room: clean <u> Y </u> <u> N </u> dry <u> Y </u> <u> N </u> stored chemicals/refuse <u> Y </u> <u> N </u>			
System Components [NOTE: if component not present (NP), not found (NF) or inaccessible (I) please indicate in last column]	Surface Dust/Debris Present?	WTC Dust Present?	Component • not present • not found • inaccessible
Outside air intake (if servicing supply air): Location: _____ Accessible for inspection? Y <u> </u> N <u> </u> (explain): _____ – louvers, grates, screens or weather cap			
Exhaust outlet (if servicing exhaust air): Location: _____ Accessible for inspection? Y <u> </u> N <u> </u> (explain): _____ – louvers, grates, screens or weather cap			
Supply air distribution (if servicing supply air): – Supply air outlet(s) Est. total qty _____ No. locations inspected _____ Specify shaft substrate (circle): <u>metal</u> <u>fibrous glass lined metal</u> <u>masonry</u> <u>fibrous glass board</u> <u>flex-duct</u> <u>wood</u>			
– Accessible fire dampers Est. total qty _____ No. locations inspected _____			
– Pipes/mechanical equipment, etc. located in shaft	P		
Return air distribution (if servicing exhaust air): – Exhaust air inlet(s) Est. total qty _____ No. locations inspected _____ Specify shaft substrate (circle): <u>metal</u> <u>fibrous glass lined metal</u> <u>masonry</u> <u>fibrous glass board</u> <u>flex-duct</u> <u>wood</u>			
– Accessible fire dampers Est. total qty _____ No. locations inspected _____			
– Pipes/mechanical equipment, etc. located in shaft			
Other (specify): 			
General impression (indicate recommendations for cleaning): 			
KEY: NP = not present; NF = not found; I = inaccessible; U = unknown			

2.5 Other Ventilation System Visual Inspection Form

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Other Ventilation System Identification:

Location:

Area Served:

Mechanical room: clean ☐ Y ☐ N dry ☐ Y ☐ N stored chemicals/refuse ☐ Y ☐ N

System Components

[NOTE: if component not present (NP), not found (NF) or inaccessible (I) please indicate in last column]

Surface
Dust/
Debris
Present?

WTC
Dust
Present?

Component
• not present
• not found
• inaccessible

Other Information:

General impression (indicate recommendations for cleaning):

KEY: NP = not present; NF = not found; I = inaccessible; U = unknown