COMMERCIAL ROOFTOP HVAC MAINTENANCE CHECKLIST

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FICTIONAL EXAMPLE:

Northwind Field Operations and this checklist are fictional. This is a worked example, not site-specific maintenance advice. Follow the equipment manufacturer's instructions, your organization's procedures, and applicable safety requirements. Assign work only to personnel qualified and authorized for the task.

INTRODUCTION & CHECKLIST PURPOSE

Use this field checklist to inspect commercial rooftop HVAC equipment systematically, record what you find, and identify work that needs escalation. Work through the items in order; mark each only after completing and verifying it.

Facilities teams can use this as a starting point for rooftop maintenance and preventive maintenance planning. Adapt it to the specific unit, site hazards, service agreements, and manufacturer instructions before use. It does not replace technical procedures or qualified service work.

Before starting, confirm that the team has permission to access the roof, understands the work scope, and can use the required safety controls. If a condition is unsafe or outside the team's authorization, stop and escalate rather than proceeding.

Priority key: [CRITICAL] addresses safety or a return-to-service prerequisite. [CHECK] is a routine observation or task. [RECORD] prompts documentation.

PRE-TASK PREPARATION

- [CHECK] Identify each unit by its site designation, location, and available equipment records. Confirm that the unit you plan to inspect matches the work order.
- [CHECK] Review the work scope, manufacturer instructions, prior service notes, and open deficiencies available to the team. Note any limits on the planned work.

- [CRITICAL] Confirm roof access authorization and the site's fall-protection arrangements. Check the access route and work area for hazards before carrying tools or materials onto the roof.
- [CRITICAL] Identify required isolation and lockout procedures before work that exposes personnel to electrical or moving-equipment hazards. Use the site's approved process and qualified personnel; do not assume a control setting makes equipment safe.
- [CHECK] Confirm that required tools, personal protective equipment, replacement filters if specified, and spill or debris collection supplies are available.
- [RECORD] Note the date, personnel, unit identification, work authorization, and any initial restrictions or reported symptoms.

MAIN CHECKLIST ITEMS (GROUPED BY PHASE)

1. Safe Access and Visible Condition

- [CRITICAL] Recheck roof conditions and safe access before approaching the equipment. Stop if access, weather, or another site condition makes the work unsafe.
- [CHECK] Look over the unit housing for visible damage, corrosion, loose panels, or other changes. Record the location and describe the observation.
- [CHECK] Check that access panels and visible weather seals appear intact and secure. Do not leave a panel unsecured after inspection.
- [CHECK] Clear loose leaves, twigs, and dirt from around the unit when safe and within the authorized scope. Keep debris from entering the equipment or obstructing access.

2. Filters, Coils, and Airflow Components

- [CHECK] Inspect filters for visible loading, damage, incorrect fit, or bypass gaps. Confirm replacement type and installation requirements from the unit documentation before replacing a filter.
- [CHECK] Inspect accessible coil surfaces for visible dirt, damage, or obstruction. Use only an approved cleaning method for the equipment and assigned personnel.
- [CHECK] Look over accessible grilles and airflow openings for blockage or damage. Record anything that could affect airflow or require service.
- [CHECK] Inspect visible fan blades for cracks or wear where safe access and the work scope allow. Do not reach into equipment or inspect moving parts without required isolation.

3. Drainage, Electrical, and Controls

- [CHECK] Inspect accessible drain pans, drain openings, and visible piping for standing water, blockage, leakage, or damage. Record any condition that needs clearing or repair.

- [CRITICAL] Do not open electrical compartments or perform electrical work unless qualified, authorized, and following the site's isolation procedure.
- [CHECK] Look for visible electrical damage, loose covers, or signs of water intrusion from a safe position. Escalate defects; do not touch exposed or suspect components.
- [CHECK] Review accessible thermostat, control, or alarm indications against the work scope and available operating information. Record displayed faults or unexpected conditions; do not guess at a cause.
- [CHECK] Inspect visible insulation and economizer components where present and accessible. Note damage, obstruction, or a condition needing qualified assessment.

CRITICAL ITEMS TO DOUBLE-CHECK

- [CRITICAL] Confirm that roof access and fall-protection controls remain suitable throughout the task, not only at arrival.
- [CRITICAL] Before accessing hazardous areas or moving components, verify required isolation using the site-approved process. If the team cannot establish a safe condition, stop and contact the responsible supervisor or qualified technician.
- [CRITICAL] Before closing the work area, account for tools and loose materials. Check that panels, covers, and guards disturbed during authorized work are restored and secure.
- [CRITICAL] Do not return equipment to operation if a safety concern, unresolved defect, abnormal condition, or required verification remains outstanding. Follow site procedures for keeping equipment out of service and notifying the responsible person.
- [RECORD] Distinguish what was directly observed from suspected causes or proposed actions. A symptom alone does not confirm its cause.

COMMON ITEMS OFTEN MISSED

- [CHECK] Recheck that the correct unit was serviced when several rooftop units are close together. Keep unit identifiers with notes and photos, if site procedures permit them.
- [CHECK] Inspect the area around the unit as well as the housing. Debris, blocked access, or visible drainage concerns may be outside the cabinet but still need reporting.
- [CHECK] Check that filters sit correctly and that access panels and seals are restored after inspection. A completed visual check does not by itself establish that a filter is the correct specification.
- [CHECK] Record control alarms and displayed faults before resetting or changing settings, if any such action is authorized. Preserve the original observation in the service record.
- [RECORD] Note work not performed and why, such as restricted access, missing instructions, unsafe conditions, or a task requiring a qualified technician. Do not mark an incomplete item as complete.

COMPLETION VERIFICATION

Before leaving the roof, review the checklist against the work scope and confirm each completed action directly. Use these checks to distinguish completed work from observations and follow-up items.

- [CHECK] Match the recorded unit identification to the equipment inspected. Confirm that every applicable checklist item has a completion mark or a clear note explaining why it remains open.
- [CHECK] Visually verify that disturbed access panels, covers, and guards are restored and secure. Confirm tools, debris, and supplies have been removed from the work area.
- [CRITICAL] Return the equipment to service only when authorized, required safety steps are complete, and the site's return-to-service procedure has been followed. Confirm operating status using the site's approved checks; do not treat an absence of a visible alarm as proof that every function is normal.
- [RECORD] Log observed issues, work completed, parts used if applicable, unresolved items, and who was notified. Attach supporting records through approved site channels.
- [CHECK] If performance seems abnormal or a required verification cannot be completed, document the limitation and escalate rather than recording successful operation.

NEXT STEPS AFTER COMPLETION

- [RECORD] Send the completed field checklist and service notes to the person or system responsible for equipment records. Keep observations, actions, and recommendations clearly separated.
- [CHECK] Assign each unresolved item to a responsible person for assessment or repair. Include the unit identification, observed condition, and any access or safety limitation.
- [CRITICAL] Notify the appropriate site contact promptly about safety concerns or conditions that may prevent safe operation. Follow local escalation and equipment-isolation procedures.
- [CHECK] Use findings to inform preventive maintenance planning, but set tasks and timing using equipment documentation, site requirements, and qualified judgment. This example does not prescribe maintenance intervals.
- [RECORD] Update the checklist for the actual site before reuse. Add site-specific contacts, procedures, unit requirements, and verification criteria only after the responsible team has confirmed them.

CONCLUSION

A reliable commercial HVAC inspection depends on safe preparation, ordered checks, clear verification, and honest records. This fictional field checklist is a framework-not a substitute for site-specific procedures or qualified technical judgment.

Work through the items in order, confirm each one before ticking it, and leave unresolved or unsafe conditions clearly documented for escalation.

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