

## HVAC Inspection

**PURPOSE:** In January 2020, the Board of Directors adopted an HVAC inspection policy in response to damages sustained in owners' apartments and the common elements resulting from owners' failures to properly maintain or replace malfunctioning HVACs. This form is a complement to that policy and serves as guidance for inspection elements required by each owner's licensed, certified HVAC inspection provider.

**SCOPE:** This form is to be completed by a certified technician of the HVAC inspection firm. It should be submitted to the Office for retention in the unit files. The owner or the HVAC technician may submit this form Office.

**VERSION:** This is the first version of this form.

**INSTRUCTIONS FOR HVAC INSPECTOR:** The purpose of AKW's annual inspection is to obtain a professional evaluation of the HVAC unit specifically to identify present or potential conditions that could cause damage to the owner's apartment or other apartments. The inspection program is not intended to ensure that each HVAC is fully functioning. The inspection should identify items that, in the inspector's professional opinion appear to be failing or about to fail. For each of the inspection points below the technician should state whether the item passes or does not pass the inspection.

INSPECTION POINTS	Apartment Unit # _____					
	Unit #1		Unit #2		Unit #3	
	Living Room	Bedroom	Living Room	Bedroom	Living Room	Bedroom
HVAC Unit Location						
Manufacturer						
Model						
	PASS	NOT PASS	PASS	NOT PASS	PASS	NOT PASS
Inspect electrical connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect overall equipment condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect coils for excessive corrosion and/or leakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test safety controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examine condensation drains for blockage and drip pans for blockage, damage or cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect vents for any present mold or mildew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for appropriate cleaning and filter change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for obstructions/blockages including intake area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for build-up of dirt or evidence of mold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect wiring insulation and connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate the overall likelihood that the unit will cause damage to other units and/or the common element	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL COMMENTS/INFORMATION FROM INSPECTOR:**

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**HVAC Company Name** \_\_\_\_\_

**Inspector's Name** \_\_\_\_\_

**Inspector's License Number** \_\_\_\_\_

**Inspector's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**DISCLAIMER:** AKW understands that there may be issues that present themselves after the inspection that were not present or apparent at the time and date of the inspection. The Association seeks the inspector's professional assessment of the current state of the HVAC and any observations that are indicative of future failure. That the HVAC is not properly heating and/or cooling the owner's apartment is not grounds for not passing an element. AKW's intended test is the causation of damage to other units and/or the common element.