

**MODEL FORM**

## Use Checklists to Inspect Air-Conditioning System

Here are two checklists you can use to inspect and record the condition of your air-conditioning system before summer. The first checklist can be used when inspect-

ing individual air-conditioning units in residents' apartments; the second checklist can be used when inspecting central cooling systems.

AIR-CONDITIONING INSPECTION CHECKLIST: INDIVIDUAL UNITS			
SITE NAME _____		UNIT # _____	
STAFF MEMBER(S) CONDUCTING INSPECTION _____		DATE _____	
<b>INSTRUCTIONS:</b> Check the appropriate box for each air-conditioning unit after completion of the step. Use the Comments column to record whether a problem was found and, if so, its location, a brief description of the problem, and what corrective measures were or need to be taken.			
OUTDOOR MAINTENANCE		INDOOR MAINTENANCE	
A/C COMPONENT	COMMENTS	A/C COMPONENT	COMMENTS
<input type="checkbox"/> Conduct Visual Inspection		<input type="checkbox"/> Change Filters	
<input type="checkbox"/> Clean Debris from Condensers		<input type="checkbox"/> Clean Coils in Each Unit	
<input type="checkbox"/> Clean Condensate Drains		<input type="checkbox"/> Insert Sludge Tabs in Condensate Pans	
<input type="checkbox"/> Clean Outside Condensing Coils		<input type="checkbox"/> Ask Resident to Test Operation of Unit	
<input type="checkbox"/> Other		<input type="checkbox"/> Other	
AIR-CONDITIONING INSPECTION CHECKLIST: CENTRAL SYSTEMS			
SITE NAME _____		DATE _____	
STAFF MEMBER(S) CONDUCTING INSPECTION _____		DATE _____	
<b>INSTRUCTIONS:</b> Check the appropriate box for each air-conditioning component after completion of the step. Use the Comments column to record whether a problem was found and, if so, its location, a brief description of the problem, and what corrective measures were or need to be taken.			
OUTDOOR MAINTENANCE			
A/C SYSTEM COMPONENT	COMMENTS		
<input type="checkbox"/> Grease Motor Bearings			
<input type="checkbox"/> Tighten Electrical Connections			
<input type="checkbox"/> Grease Pump Bearings			
<input type="checkbox"/> Drain and Clean Cooling Tower			
<input type="checkbox"/> Check Cooling Tower Fan Belt; Replace If Needed			
<input type="checkbox"/> Replace All Filters			
<input type="checkbox"/> Clean Evaporator Coils			
<input type="checkbox"/> Clean Drain Pans			
<input type="checkbox"/> Check Thermostat Calibration			
<input type="checkbox"/> Other			