HVAC System Startup and Commissioning Inspection Checklist

Interactive checklist for HVAC startup and commissioning. Track, comment, and export as PDF/Excel to ensure efficiency and compliance.

Project:
Date:
Filled by:

Pre-Inspection Preparation

1	Review system design documents and specifications.
2	Gather necessary tools and safety equipment.
3	Ensure site conditions are suitable for inspection.

System Performance Verification

4	Conduct airflow testing and balancing.
5	Perform temperature and humidity control tests.
6	Verify energy consumption against benchmarks.
7	Check system response to control signals.

Safety and Compliance Checks

8	Inspect safety controls and emergency shutoffs.
9	Verify installation compliance with local codes.
10	Check for proper labeling and documentation.
11	Ensure all safety mechanisms are operational.

Documentation and Reporting

12	Record all test results and findings.
13	Prepare and submit a commissioning report.
14	Review and archive all documents for future reference.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
HVAC system startup and commissioning is a critical process that ensures heating, ventilation, and air conditioning systems operate according to the design specifications and meet the required efficiency standards. This phase involves a series of checks and tests to verify system performance, safety, and compliance with applicable codes. Proper inspection during this stage can prevent costly repairs, improve energy efficiency, and extend the life of the equipment. Our interactive checklist allows you to track progress, leave comments, and export reports for seamless documentation and sharing.	1. Click the "Use this checklist" or 'Start Interactive Checklist' button to launch interactive mode. 2. Tick each item online as you complete it. 3. Add comments on individual items or the entire checklist. 4. Click Share or Download to download your completed checklist as PDF or Excel.