Duct Access Door Inspection Adjacent to a Coil

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Project	Location	Status

Date	Completed by

Acceptance criteria available

No.	Done	Check / Requirement	Result	Notes / Evidence
1	☐	Confirm that applicable approved installation details and door and coil manufacturer instructions are available. Record missing or conflicting criteria and refer them to the responsible project representative before accepting affected checks.		

Equipment isolation

No.	Done	Check / Requirement	Result	Notes / Evidence
2	☐	Before opening the access door, confirm that equipment isolation has been completed under the applicable site procedure.		

Clear opening dimensions

No.	Done	Check / Requirement	Result	Notes / Evidence
3	☐	Measure and record the clear opening width and height, excluding frame or hardware obstructions. Compare them with the applicable approved details and manufacturer service requirements.		

Door location relative to coil

No.	Done	Check / Requirement	Result	Notes / Evidence
4	☐	Verify that the door is installed in the location shown in the approved details relative to the coil.		

Access to coil service points

No.	Done	Check / Requirement	Result	Notes / Evidence
5	☐	Verify that the opening permits access to the coil surfaces and components designated for inspection or cleaning in the coil manufacturer's instructions.		

Frame attachment

No.	Done	Check / Requirement	Result	Notes / Evidence
6	☐	Check that the frame is securely attached to the duct, with no loose or missing attachment hardware.		

Frame condition

No.	Done	Check / Requirement	Result	Notes / Evidence
7	☐	Inspect the frame for visible distortion that prevents proper door seating or operation.		

Frame-to-duct seal

No.	Done	Check / Requirement	Result	Notes / Evidence
8	☐	Inspect the frame-to-duct joint for gaps or breaks in the seal required by the applicable installation details or door manufacturer instructions.		

Internal hardware clearance

No.	Done	Check / Requirement	Result	Notes / Evidence
9	☐	Check that door hardware and fasteners do not contact or interfere with the coil, piping, drain pan, or other internal components.		

Gasket condition

No.	Done	Check / Requirement	Result	Notes / Evidence
10	☐	Inspect the full gasket perimeter for missing sections, damage, detachment, or debris that could prevent sealing.		

Gasket seating

No.	Done	Check / Requirement	Result	Notes / Evidence
11	☐	Verify continuous gasket seating against the mating surface with the door fully latched, using the door manufacturer's inspection method where provided. Record any area where seating cannot be verified; do not treat visual seating alone as proof of airtightness.		

Door opening and closing

No.	Done	Check / Requirement	Result	Notes / Evidence
12	☐	Open and close the door through its intended travel, or remove and reinstall a removable panel, checking for binding and interference.		

Latch operation

No.	Done	Check / Requirement	Result	Notes / Evidence
13	☐	Operate each latch to verify that it engages securely, holds the door seated, and releases without forcing.		

External service clearance

No.	Done	Check / Requirement	Result	Notes / Evidence
14	☐	Measure and record the available service space outside the door. Compare it with applicable approved details and manufacturer clearance requirements, including space needed to open or remove the door.		

Coil service and removal path

No.	Done	Check / Requirement	Result	Notes / Evidence
15	☐	Verify that obstructions do not block the coil servicing or removal path specified in the applicable approved details or manufacturer instructions.		

Door secured after inspection

No.	Done	Check / Requirement	Result	Notes / Evidence
16	☐	At inspection closeout, verify that the access door is fully seated and all latches are engaged.		

Deficiencies and unresolved checks

No.	Done	Check / Requirement	Result	Notes / Evidence
17	☐	Record failed or unverifiable checks with the door location, relevant acceptance criteria, and supporting measurements or photographs. Identify the party responsible for resolving each outstanding item.		

Comments / Follow-up

Checklist guidance

An access door beside a coil must provide usable maintenance access while seating and operating correctly. This inspection supports acceptance by comparing actual installation conditions with approved project details and the door and coil manufacturers' instructions. It addresses both the door assembly and the space needed to service the coil.

1. Prepare the applicable approved installation details and manufacturer instructions, and identify any missing or conflicting acceptance criteria.

2. Confirm equipment isolation under the applicable site procedure before opening the door, then use the approved checklist to guide the inspection.

3. Record measurements and observations against the relevant criteria, distinguishing satisfactory findings from failed or unverifiable checks.

4. Complete closeout with the door secured and document outstanding findings, supporting evidence, and the party responsible for resolution.

Tick the box when complete. Record Not done or N/A in Result and note any follow-up.