

### HVAC Operations and Maintenance Annual Checklist

Facility \_\_\_\_\_

Building \_\_\_\_\_

Calendar Year \_\_\_\_\_

AHU \_\_\_\_\_

	Component	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check Monthly	Filters	<input type="checkbox"/>											
	Fan	<input type="checkbox"/>											
	Supply Diffusers	<input type="checkbox"/>											
	Returns	<input type="checkbox"/>											
Check During Cooling Season	Cooling Coil				<input type="checkbox"/>								
	Drain Pan				<input type="checkbox"/>								
Check Every 3 Months	Outdoor Air Intakes			<input type="checkbox"/>									
Check Annually	Supply Ductwork									<input type="checkbox"/>			

❖ Initial box when completed.