

HVAC & Summer Cooling Operations Checklist For Condominium Managers, Building Operators & Superintendents

Property: _____ Date: _____
Completed By: _____ Outside Temperature: _____

Daily / Weekly Monitoring – Resident Comfort & Service Requests

- Track all HVAC-related complaints
- Identify trends by floor, stack, or area
- Review repeated complaints from the same units
- Verify suite temperatures when required
- Follow up on unresolved HVAC work orders

Notes / Actions: _____

Common Areas – Temperature & Comfort Checks

- Lobby temperature acceptable
- Corridor temperatures consistent
- Fitness centre adequately cooled
- Party room cooling functioning properly
- No hot spots identified
- Thermostats functioning properly

Notes / Actions: _____

Mechanical Room Inspection

- Mechanical rooms clean and accessible
- No unusual sounds, leaks, or vibration
- Equipment operating within specifications
- Contractor recommendations reviewed

Notes / Actions: _____

Cooling Towers (Where Applicable)

- Inspection completed
- Water treatment program current
- Fans operating properly
- Water consumption reviewed
- Maintenance records updated
- Legionella testing requirements reviewed

Notes / Actions: _____

Air Handling Units & Fan Coil Systems

- Filters inspected and replaced if required
- Airflow adequate
- Condensate drains functioning properly
- Fan motors operating normally
- Preventative maintenance completed

Notes / Actions: _____

Building Automation System (BAS)

- System functioning properly
- Temperature setpoints reviewed
- Operating schedules reviewed
- Alarms investigated
- Equipment runtime reviewed
- Energy trends reviewed

Notes / Actions: _____

Energy Performance Review

- Record monthly electricity consumption
- Compare to same month last year
- Review HVAC service calls
- Review major mechanical repairs
- Investigate increases in consumption

Notes / Actions: _____

Preventative Maintenance Review

- Seasonal maintenance completed
- Deficiencies prioritized
- Deferred maintenance reviewed
- Equipment nearing end of useful life identified
- Reserve fund implications considered

Notes / Actions: _____

Communication & Resident Relations

- Summer cooling notice distributed
- Heat wave communication prepared
- Resident reporting procedures communicated
- Building staff informed of HVAC concerns

Notes / Actions: _____

Manager's Summer HVAC Assessment

Top Three HVAC Risks:

1. _____
2. _____
3. _____

Recommended Board Discussions:

- Energy efficiency opportunities
- HVAC modernization projects
- Building automation upgrades
- Reserve fund implications
- Energy consumption trends

Overall HVAC Status: ■ Excellent ■ Good ■ Fair ■ Requires Immediate Attention

Manager Signature: _____

Superintendent / Building Operator: _____