

INSPECTION & TESTING

"100 Point" Audit Architectural & Mechanical



Routine maintenance & servicing	Non-conforming	N/A	Conforming
MECHANICAL			
Air handlers			
Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changing filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking blower and blower motor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking the belt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lubricate blower and motor bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check volts and amps for motor and blower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check motor and blower wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for leaks inside air handler unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check drain pan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect supply and return & make up air temps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check bypass damper position and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify installation on hot gas bypass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condenser			
Check condenser condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check electrical ties & contactor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any signs of leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform super heat and sub cool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check reheats for condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check amps and volts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the compressor crankcase heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify compressor start delay functionality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Routine maintenance & servicing	Non-conforming	N/A	Conforming
Check oil site glass compressor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify hot gas bypass operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check condenser fan amps and volts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check condenser fan blade conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lubricate condenser fan bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check fan cycle controller setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reheat			
Check electrical ties and contactors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check amp and volt readings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measure inlet & outlet temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Humidifier			
Check humidifier for performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check water level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check fill valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect probe and tank gaskets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Hose condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Drain Valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean Tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review alarm history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reset Maintenance Service intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify location & setting of the high limit switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check electrical ties and contactors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check amps and volts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREVENTATIVE MAINTENANCE & EMERGENCY SERVICE



Routine maintenance & servicing	Non-conforming	N/A	Conforming
ARCHITECTURAL			
Doors			
Adjustment / Door Gap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closes properly/ door seal - alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency push bars operating correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weatherstripping / Gaskets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweeps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glazing + Glazing Seals + Caulking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors High Speed			
High Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Speed roll up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check wear of horizontal sweep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check wear of vertical gaskets/brushes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check wear of door panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Safety Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Door Frame Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check all caulking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door Hardware			
Ensure levers operate properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latch (does door latch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review sliding door mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect sliding door operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect sliding door seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check roll up door mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Routine maintenance & servicing	Non-conforming	N/A	Conforming
Verify closure swing, travel, latch speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify hinges are secure and functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify operation of hot gas bypass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls			
Caulking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold Welds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Base molding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corner coving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scratches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check behind the grill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supported and fastened properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sealed for air leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling			
Hanger wire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify wall mold caulking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gaskets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pass Throughs & Penetrations			
Caulking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interlocking mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hinges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gaskets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door swing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door latching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREVENTATIVE MAINTENANCE & EMERGENCY SERVICE



Routine maintenance & servicing	Non-conforming	N/A	Conforming
ARCHITECTURAL			
HEPA			
Roomside with test port	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check pressure sensor reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Air Flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protocol Gowning & Training			
Evaluate gowning procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate cleaning procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper Gowning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tacky mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoe cleaners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders			
Check all Fasteners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Rust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Paint wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check each rung	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Safety Gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Rail			
Check all Fasteners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Rust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Sturdiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flooring			
Inspect for Wear and Tear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Routine maintenance & servicing	Non-conforming	N/A	Conforming
Flooring			
Check Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Conductivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Grounding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Ground Bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Base molding			
Check for Cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Wear & Tear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Caulk at Top and Bottom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check fit of Corners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lights			
Check for proper foot candles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Emergency Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Lens for cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Lens for Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grilles			
Check behind Grilles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Dampers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raceways & Recptacles			
Check Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Plugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check top and bottom caulk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Sturdiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEP Valves in Room			
Check for Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREVENTATIVE MAINTENANCE & EMERGENCY SERVICE



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ARCHITECTURAL			
MEP Valves in Room			
Check Filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Magnahelic Pressures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Particulate Count	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check pressure sensor reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ballards & Railing			
Check Fasteners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Rust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Paint Wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEP Valves in Room			
Check for Scratches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Dents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check fit of Corners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Caulking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>