



Winter Startup and PM Guide

A Checklist and Maintenance Schedule for Preparing Commercial HVAC Systems for Winter Loads

How to Use This Guide

This tool helps multi-site facility managers verify that all heating system startup and preventive maintenance tasks have been completed at every location before winter demand begins. Use Part 1 as the location-level startup and PM checklist for service vendor verification. Use Part 2 to track startup completion status across the portfolio. Use Part 3 for system-type specific guidance. Use Part 4 as a maintenance schedule reference for the full heating season.

Target: All winter startup and PM inspections completed before sustained heating demand begins. In cold-weather markets - Northeast, Midwest, mountain states - target completion by October 15. In mild-winter markets - South, Southwest - target completion by November 1. Do not defer startup PM to the first cold snap; contractor availability and parts access both decline sharply as heating season demand peaks.

PORTFOLIO INFORMATION

Field	Details
Portfolio Name / Organization	
Number of Locations	
Sectors Represented	☐ Retail ☐ Veterinary ☐ Automotive Dealership ☐ Storage ☐ Healthcare ☐ Other: _____
Cold-Weather Markets (Northeast, Midwest, mountain states)	List states or regions: _____
Mild-Winter Markets (South, Southwest)	List states or regions: _____
Dual-Season Markets (significant heating and cooling both required)	List states or regions: _____
Primary System Types Across Portfolio	☐ Gas-fired rooftop units ☐ Gas furnace with cooling ☐ Heat pump - air source ☐ Heat pump - split system ☐ Electric heating ☐ Mixed
Primary Service Vendor	
Startup PM Target Completion Date - Cold Markets	
Startup PM Target Completion Date - Mild Markets	
Person Responsible for Portfolio Startup Tracking	

PART 1: LOCATION-LEVEL WINTER STARTUP AND PM CHECKLIST

Complete one checklist per location. Use during or immediately after the winter startup service visit. Attach service vendor report with specific measurements and findings.

LOCATION INFORMATION

Field	Details
Location Name / Address	
Primary Heating System Type	☐ Gas-fired rooftop unit ☐ Gas furnace ☐ Heat pump - air source ☐ Heat pump - split ☐ Electric heating ☐ Other: _____
Number of Heating Units / Systems	
Market Climate	☐ Cold-weather - sustained winter heating demand ☐ Mild winter - moderate heating only ☐ Dual-season - significant heating and cooling both
Startup PM Date	
Service Vendor / Tech	
Ambient Temperature at Inspection	°F

SECTION A: BURNER INSPECTION AND STARTUP

For gas-fired rooftop units and gas furnaces. Skip to Section B for heat pump systems. Skip to Section C for electric heating systems.

Pre-Startup Visual Inspection - Check Each

- ☐ Burner compartment opened and physically inspected before startup
- ☐ No visible debris, nesting material, or foreign objects in combustion chamber
- ☐ Burner ports inspected - no visible blockage or clogging on port faces
- ☐ Combustion air intake pathway inspected and confirmed clear - no debris, bird nesting, or blockage
- ☐ Draft hood or draft inducer inlet confirmed clear
- ☐ Flue connections confirmed intact and properly seated - no gaps, separations, or visible corrosion at joints

Burner Cleaning and Service - Check Each

- ☐ Burner ports cleaned where debris accumulation was found - physical cleaning of port faces confirmed
- ☐ Combustion air blower inspected - blower wheel confirmed clean, no significant debris accumulation on blades
- ☐ Combustion air blower operation confirmed - blower runs smoothly without unusual noise or vibration
- ☐ Burner manifold gas pressure measured and confirmed within manufacturer specification

Gas manifold pressure measured: _____ in. w.c. Specification: _____ in. w.c.

Burner Startup and Flame Observation - Check Each

- ☐ System ignited and flame observed across all burner ports
- ☐ Flame pattern confirmed blue and even across all ports

Flame condition: ☐ Blue and even - normal ☐ Yellow or orange flame noted - combustion issue present ☐ Uneven across ports - combustion issue present

- ☐ If yellow/orange or uneven flame: cause investigated and corrected before system returned to service
- ☐ Ignition sequence observed - system ignites on first or second attempt without repeated retry cycles
- ☐ Flame sensor / thermocouple inspected and confirmed functional - clean and properly positioned

Flame sensor condition: ☐ Clean and functional ☐ Coated with combustion byproducts - cleaned ☐ Requires replacement

- ☐ Draft inducer confirmed operating correctly during heating cycle - creating appropriate negative pressure in combustion chamber

Gas Supply and Safety - Check Each

- ☐ Gas supply line and shutoff valve inspected - no corrosion, damage, or leakage
- ☐ Gas valve operation confirmed - opens on call for heat, closes when call is satisfied
- ☐ No gas odor detected at equipment or in the area surrounding equipment
- ☐ For locations with gas detection equipment: confirmed operational

Burner startup status:

- ☐ Burner confirmed operating correctly - normal combustion confirmed
- ☐ Issue identified and corrected during this visit - describe: _____
- ☐ Issue identified requiring follow-up - describe: _____ - follow-up scheduled for: _____

SECTION B: HEAT EXCHANGER INSPECTION

Required for all gas-fired heating systems. This is the most safety-critical startup PM task. Do not defer or substitute visual observation of the system in operation for physical inspection of heat exchanger surfaces.

Heat Exchanger Physical Inspection - Check Each

- ☐ Equipment opened and heat exchanger surfaces physically inspected - access panels removed for direct visual assessment
- ☐ No visible cracks on heat exchanger surfaces
- ☐ No visible holes or perforation on heat exchanger surfaces
- ☐ No severe corrosion or pitting on heat exchanger surfaces
- ☐ No soot deposits in locations consistent with combustion gas crossover to supply air side
- ☐ No rust staining patterns suggesting internal moisture accumulation or condensate damage
- ☐ No discoloration of adjacent components consistent with combustion gas leakage



Combustion Gas Safety Verification - Check Each

- ☐ CO detector confirmed operational at this location - calibration current
- CO detector status: ☐ Operational and current ☐ Requires calibration or replacement ☐ Not installed
- ☐ During heating operation with system at steady state: no unusual odors detected in supply air
- ☐ During heating operation: CO reading confirmed normal in supply air stream where monitoring equipment is available
- ☐ Temperature rise across heat exchanger measured and confirmed within manufacturer specification
- Supply air temperature rise measured: _____ °F Specification: _____ °F Status: ☐ Within range ☐ Outside range - investigate

Heat Exchanger Condition Rating

Rated by inspecting technician after physical inspection:

- ☐ Good - no visible damage, cracks, holes, or corrosion of concern; returned to service
- ☐ Fair - minor surface corrosion or wear noted; monitor at next inspection; no immediate safety concern
- ☐ Poor - significant corrosion, cracking, or damage identified - assessment required before return to service
- ☐ Unsafe - visible cracks, holes, or clear evidence of combustion gas crossover - system must not operate in heating mode until heat exchanger is repaired or replaced

Heat exchanger notes: _____

Heat exchanger inspection status:

- ☐ Cleared - heat exchanger confirmed in acceptable condition
- ☐ Follow-up required - describe: _____
- ☐ Safety concern - heating system taken out of service pending repair - notify facility manager immediately

SECTION C: HEAT PUMP STARTUP VERIFICATION

For air-source heat pump systems. Complete in addition to or instead of Sections A and B as applicable to system type.

Heating Mode Operation Verification - Check Each

- ☐ System switched to heating mode and allowed to reach stable operating conditions
- ☐ Refrigerant pressures measured in heating mode and confirmed within expected range
- Suction pressure (heating mode): _____ psig Discharge pressure (heating mode): _____ psig
- ☐ Superheat and subcooling confirmed within specification for heating mode operation
- ☐ Heating output confirmed - supply air temperature confirmed above return air temperature by expected differential
- Supply air temperature: _____ °F Return air temperature: _____ °F Differential: _____ °F
- ☐ Outdoor unit fan confirmed operating correctly in heating mode
- ☐ Reversing valve confirmed switching correctly between heating and cooling modes

Defrost Cycle Verification - Check Each

- ☐ Defrost cycle initiated or confirmed through controls - system enters and exits defrost normally
- ☐ Outdoor fan stops correctly during defrost operation
- ☐ Outdoor fan restarts cleanly after defrost cycle completion
- ☐ Defrost cycle duration appropriate - not running excessively or failing to complete
- ☐ Outdoor coil confirmed free of ice accumulation after defrost completion
- ☐ For cold-weather markets: outdoor unit base heater confirmed operational where installed - prevents ice accumulation at base of outdoor unit

Supplemental Heat Staging - Check Each

- ☐ Supplemental electric resistance heating elements confirmed operational - all stages tested
- Number of stages confirmed operational: _____
- ☐ Supplemental heat staging control settings confirmed appropriate - staging initiates at correct outdoor temperature threshold
- Supplemental heat staging temperature setpoint: _____ °F
- ☐ Supplemental heat confirmed not staging unnecessarily at mild temperatures where heat pump capacity is adequate
- ☐ In extreme cold-weather markets: supplemental heat confirmed adequate to maintain setpoint during design outdoor temperature conditions

**Heat pump startup status:**

- ☐ Heat pump startup confirmed complete - heating mode operation verified
- ☐ Issue identified - describe: _____

SECTION D: ELECTRIC HEATING STARTUP VERIFICATION

For systems with electric resistance heating as primary or supplemental heat source.

Electric Heating Element Verification - Check Each

- ☐ All heating elements confirmed operational - staged on and off during inspection
- ☐ Element amperage measured for each stage and confirmed within specification

Stage	Rated Amperage	Measured Amperage	Status
Stage 1	A	A	☐ OK ☐ Flag
Stage 2	A	A	☐ OK ☐ Flag
Stage 3 (if applicable)	A	A	☐ OK ☐ Flag

- ☐ Sequencer operation confirmed - elements staging on and off in correct sequence without simultaneous full-load draw
- ☐ No element showing open circuit or failure to heat - confirmed by amperage measurement
- ☐ No unusual odors or burning smell during element operation

Electric heating startup status:

- ☐ Cleared - all elements operational and within specification
- ☐ Issue identified - describe: _____

SECTION E: BELT AND MECHANICAL COMPONENT INSPECTION

For all system types with belt-driven components - supply fans, combustion air blowers, and return fans.

Belt Condition Assessment - Check Each

- ☐ All belts visually inspected while system is de-energized

Belt Location	Cracking / Glazing	Fraying / Cord Exposure	Excessive Stretch	Set / Irregular Wear	Overall Condition	Action
Supply fan	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Good ☐ Fair ☐ Replace	☐ Return to service ☐ Replace now
Combustion air blower (gas units)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Good ☐ Fair ☐ Replace	☐ Return to service ☐ Replace now
Return fan (if applicable)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Good ☐ Fair ☐ Replace	☐ Return to service ☐ Replace now

- ☐ All belts showing cracking, fraying, cord exposure, or excessive stretch replaced during this visit
- ☐ Belt tension confirmed correct on all remaining belts after inspection or replacement

Fan and Blower Bearing Inspection - Check Each

- ☐ Supply fan motor listened for bearing noise during operation - no grinding, squealing, or abnormal mechanical sound
- ☐ Supply fan motor amperage measured and confirmed within nameplate specification

Supply fan amperage: _____ A Nameplate: _____ A

- ☐ Combustion air blower listened for bearing noise (gas units) - no unusual sound
- ☐ Blower wheel inspected for debris accumulation on blades where accessible
- ☐ Return fan motor inspected where applicable

Belt and mechanical component status:

- ☐ Cleared - all belts and mechanical components in acceptable condition for heating season
- ☐ Replacements made during this visit - describe: _____
- ☐ Follow-up required - describe: _____

SECTION F: CONTROL CALIBRATION AND SETPOINT VERIFICATION

For all system types. Control calibration and setpoint verification is a required startup PM task, not an optional addition.

Thermostat and Sensor Calibration - Check Each

- ☐ Thermostat setpoint confirmed appropriate for heating season operation and current occupancy schedule
Occupied heating setpoint: _____ °F Unoccupied heating setpoint: _____ °F
- ☐ Thermostat reading compared to calibrated thermometer - confirmed reading accurately
Thermostat reading: _____ °F Calibrated thermometer reading: _____ °F Variance: _____ °F
- ☐ If variance exceeds 2°F: thermostat recalibrated or replaced
- ☐ Zone sensors and remote sensors confirmed reading accurately where accessible
- ☐ Outdoor air temperature sensor confirmed reading accurately - relevant for economizer and heat pump controls

Economizer Verification - Check Each

- ☐ Economizer damper confirmed operational - opens and closes in response to control signal
 - ☐ Economizer outdoor air sensor confirmed accurate
 - ☐ Economizer enthalpy or temperature-based control logic confirmed configured correctly for heating season
 - ☐ Economizer damper confirmed closing to minimum position during heating mode - not introducing excessive outdoor air during cold weather
 - ☐ Damper actuator linkage confirmed intact - no broken or disconnected linkage components
- Economizer status:* ☐ Operational and correctly configured ☐ Issue found - describe: _____

Control Schedule Verification - Check Each

- ☐ Occupied and unoccupied schedules confirmed correct for current operating hours at this location
- ☐ Holiday and weekend schedule confirmed appropriate for current operations
- ☐ Extended holiday hours programmed where applicable - locations with extended December operating hours confirmed set for occupied mode throughout extended hours
- ☐ Setback temperatures confirmed appropriate - unoccupied setback not so aggressive that pipes in freeze-risk areas are at risk in cold-weather markets
- ☐ Building automation system integration confirmed functional where applicable - no unacknowledged alarms or faults

Control calibration and setpoint status:

- ☐ Cleared - controls calibrated and setpoints confirmed correct
- ☐ Adjustments made during this visit - describe: _____
- ☐ Issue requiring follow-up - describe: _____

SECTION G: COIL CLEANING FOR HEATING SEASON

Coil cleaning requirements differ between heat pump and gas-fired systems at heating startup.

Heat Pump Systems - Outdoor Coil (Heating Mode Evaporator) - Check Each

- ☐ Outdoor coil fin surfaces physically inspected for fall debris accumulation - leaves, organic material, cottonwood residue
- ☐ Outdoor coil condition rated
Outdoor coil condition: ☐ Clean ☐ Light fouling - cleaning recommended ☐ Moderate fouling - cleaning required ☐ Heavy fouling - cleaning required before heating season
- ☐ Outdoor coil cleaned where fouling was found - physical cleaning of fin spaces confirmed
- ☐ Minimum clearance around outdoor unit confirmed - no vegetation or stored materials within clearance zone
- ☐ Outdoor coil approach temperature measured after cleaning - confirmed within expected range for current outdoor temperature

Heat Pump Systems - Indoor Coil (Heating Mode Condenser) - Check Each

- ☐ Indoor coil inspected for biological growth, dust accumulation, or fouling
- ☐ Indoor coil cleaned where fouling was found
- ☐ Condensate drain pan inspected - no standing water or blockage

Gas-Fired Systems - Supply Air Coil and Heat Exchanger Surfaces - Check Each

- ☐ Heat exchanger surfaces confirmed free of soot or combustion deposit accumulation - addressed in Section B
- ☐ Supply air coil / indoor coil inspected for dust or biological fouling that affects supply air quality or heat transfer
- ☐ Coil cleaned where significant fouling was found



All Systems - Filter Status - Check Each

☐ All filters inspected and replaced with fresh filters for heating season entry

Filter MERV rating installed: _____ Replacement date: _____

☐ Static pressure across filter bank confirmed within design range

Static pressure: _____ in. w.c. Design range: _____ in. w.c.

Coil and filter status:

☐ Cleared - coils cleaned where needed, fresh filters installed

☐ Action required - describe: _____

SECTION H: SAFETY CONTROL VERIFICATION

Safety controls must be functionally verified at startup - not assumed operational.

Heating System Safety Controls - Check Each

☐ High-temperature limit switch tested - limit trips when return air is temporarily restricted, confirms switch activates correctly

Limit switch test result: ☐ Trips correctly ☐ Did not trip - requires replacement

☐ Low-temperature safety / freeze protection confirmed operational where applicable

☐ Pressure safeties confirmed operational where applicable (boiler or hydronic systems)

☐ Gas valve safety shutoff confirmed functional - valve closes when call for heat is removed

☐ Rollout switch confirmed operational where applicable - safety that detects combustion gas spillage from heat exchanger area

☐ Draft pressure switch confirmed operational - confirms proper draft before allowing ignition

☐ Motor thermal overload protection confirmed on all fan and blower motors

☐ Carbon monoxide detector confirmed operational and calibration current at this location

CO detector status: ☐ Operational and current ☐ Requires calibration or replacement

☐ No fault codes or control board alerts present after startup completion

Safety control status:

☐ Cleared - all safety controls verified functional

☐ Issue identified - describe: _____

☐ Safety concern requiring immediate attention - do not return heating system to service until resolved

SECTION I: SYSTEM PERFORMANCE VERIFICATION

Completed after all startup PM tasks are done - confirms system is performing correctly as a whole before the location is declared ready for heating season.

Overall System Performance Check - Check Each

☐ System brought to stable heating operating conditions and performance verified

☐ Supply air temperature confirmed achieving setpoint at current outdoor conditions

☐ All zones confirmed receiving conditioned air at appropriate temperatures

☐ System cycling normally - not short-cycling or running continuously without achieving setpoint

☐ No unusual sounds from any system component during steady-state operation

☐ No unusual odors detected in supply air during heating operation

☐ Energy consumption appears consistent with expected levels at current outdoor temperature

☐ All previously identified conditions resolved - no open items remaining from this inspection

Location Winter Startup Summary

Section	Status	Action Required	Completed	Cleared
A - Burner inspection (gas)	☐ OK ☐ Flag ☐ N/A		☐ Yes ☐ No	☐ Yes ☐ No
B - Heat exchanger (gas)	☐ OK ☐ Flag ☐ Safety ☐ N/A		☐ Yes ☐ No	☐ Yes ☐ No
C - Heat pump startup	☐ OK ☐ Flag ☐ N/A		☐ Yes ☐ No	☐ Yes ☐ No
D - Electric heating	☐ OK ☐ Flag ☐ N/A		☐ Yes ☐ No	☐ Yes ☐ No

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E - Belts and mechanical	☐ OK ☐ Flag		☐ Yes ☐ No	☐ Yes ☐ No
F - Controls and setpoints	☐ OK ☐ Flag		☐ Yes ☐ No	☐ Yes ☐ No
G - Coil cleaning and filters	☐ OK ☐ Flag		☐ Yes ☐ No	☐ Yes ☐ No
H - Safety controls	☐ OK ☐ Flag ☐ Safety		☐ Yes ☐ No	☐ Yes ☐ No
I - System performance	☐ OK ☐ Flag		☐ Yes ☐ No	☐ Yes ☐ No
Overall location status				☐ Cleared for heating season ☐ Follow-up required

Open items and deadlines: _____

PART 2: PORTFOLIO WINTER STARTUP TRACKING LOG

Complete one row per location. Update as startup visits are completed. Add rows as needed.

Location	Sector	System Type	Market Climate	Startup Date	Burner (gas)	Heat Exchanger (gas)	Heat Pump	Belts/Mech	Controls	Coils/Filters	Safety Controls	Overall Status	Follow-Up
					☐ OK ☐ Flag ☐ N/A	☐ OK ☐ Flag ☐ Safety ☐ N/A	☐ OK ☐ Flag ☐ N/A	☐ OK ☐ Flag	☐ OK ☐ Flag	☐ OK ☐ Flag	☐ OK ☐ Flag ☐ Safety	☐ Cleared ☐ Pending	
					☐ OK ☐ Flag ☐ N/A	☐ OK ☐ Flag ☐ Safety ☐ N/A	☐ OK ☐ Flag ☐ N/A	☐ OK ☐ Flag	☐ OK ☐ Flag	☐ OK ☐ Flag	☐ OK ☐ Flag ☐ Safety	☐ Cleared ☐ Pending	
					☐ OK ☐ Flag ☐ N/A	☐ OK ☐ Flag ☐ Safety ☐ N/A	☐ OK ☐ Flag ☐ N/A	☐ OK ☐ Flag	☐ OK ☐ Flag	☐ OK ☐ Flag	☐ OK ☐ Flag ☐ Safety	☐ Cleared ☐ Pending	

Portfolio Startup Summary

Metric	Count	Percentage
Total locations in portfolio		
Startup PM completed		%
Locations fully cleared for heating season		%
Locations with follow-up pending		%
Locations not yet scheduled		%
Locations with burner issues found and corrected		%
Locations with heat exchanger safety concerns identified		%
Locations with belts replaced proactively		%
Locations with control calibration corrections made		%
Locations with fresh filters installed		%
Locations with safety control issues identified		%

PART 3: SYSTEM-TYPE SPECIFIC STARTUP GUIDANCE

Gas-Fired Rooftop Units and Gas Furnaces

Priority startup tasks in order of importance:

1. Heat exchanger physical inspection - opens equipment, examines surfaces, rates condition - mandatory before heating season operation begins
2. Burner inspection and cleaning - ports cleared, combustion air pathway confirmed, flame pattern observed and confirmed blue and even
3. Combustion safety verification - CO detector confirmed operational, limit switches tested, gas valve confirmed functional
4. Flue inspection - connections confirmed seated and intact, no blockage in flue pathway
5. Belt and mechanical inspection - supply fan and combustion air blower belts and bearings assessed
6. Control calibration - thermostat accuracy confirmed, economizer verified, schedules updated

Cold-weather market additional requirements:

- ☐ Freeze protection safeties confirmed operational for any water-containing systems at location
- ☐ Condensate drain heating confirmed operational where freeze risk exists
- ☐ Roof curb and equipment seals inspected for winter weather damage that could allow water infiltration

Air-Source Heat Pump Systems

Priority startup tasks in order of importance:

1. Heating mode operation verification - system confirmed switching to heating mode and producing heating output
2. Outdoor coil cleaning - fall debris removed from fin spaces to restore heat absorption efficiency
3. Defrost cycle verification - system enters, completes, and exits defrost correctly
4. Supplemental heat staging verification - all stages operational, staging controls set correctly
5. Refrigerant charge verification in heating mode - superheat and subcooling confirmed within specification
6. Control calibration - heating setpoints, defrost controls, and supplemental heat thresholds confirmed correct

Cold-weather market additional requirements:

- ☐ Outdoor unit base heater confirmed operational - prevents ice build-up that can block airflow and damage fan
- ☐ Low ambient heating capability confirmed adequate for market design temperature conditions
- ☐ Supplemental heat confirmed sufficient to maintain setpoint during design outdoor temperature conditions

Electric Heating Systems

Priority startup tasks in order of importance:

1. Element staging verification - all stages confirmed operational by amperage measurement
2. Sequencer operation confirmed - elements staging correctly without simultaneous full-load draw
3. Control verification - heating setpoints and schedule confirmed correct
4. Filter replacement - fresh filters for heating season entry
5. Fan motor inspection - supply fan bearing and amperage confirmed within range

Note for multi-system locations:

Locations with both heat pump and electric resistance heating require startup verification for both systems. Electric resistance heat staging controls must be verified as supplemental to heat pump operation - not as primary heating - to avoid unnecessary energy consumption when heat pump capacity is adequate.

PART 4: HEATING SEASON MAINTENANCE SCHEDULE

Use this schedule to plan maintenance events through the full heating season. Winter startup PM is the first event. Subsequent events maintain the readiness established at startup through the heating season.

Annual Heating Season Maintenance Calendar

Timing	Event	Scope	Priority
October (cold markets) / November (mild markets)	Winter startup PM	Full checklist - Sections A through I	Critical - complete before heating demand begins
Early November (cold markets)	Pre-holiday equipment readiness confirmation	Verify startup PM is complete at all locations before holiday surge begins	Critical - ties to holiday surge checklist

December - January	Mid-season heating system check - locations with heaviest usage	Burner flame observation, heat exchanger spot check, filter status, CO detector confirmation	High - most wear accumulates during peak heating demand
January - February (cold markets)	Filter check at high-traffic locations	Filter condition assessment - holiday traffic accelerates filter loading	Moderate - prevents airflow restriction during coldest months
March (cold markets)	Late-season system assessment	Identify any components showing wear that should be addressed before cooling season begins	Moderate - prevents deferred maintenance from compounding
April - May	Cooling season transition PM	Separate from heating startup PM - covers cooling-specific components	Required - cooling season startup is a separate PM event

Mid-Season Heating Check Scope

For locations with heaviest heating season usage - conduct at the midpoint of peak heating demand in your market.

- ☐ Burner flame observed during heating operation - blue and even confirmed or abnormality flagged
- ☐ CO detector confirmed operational - reading confirmed normal
- ☐ Filter condition assessed - replaced if loaded beyond acceptable threshold
- ☐ Belts checked visually - no new cracking or glazing since startup
- ☐ Unusual noises or performance changes reported by location staff documented and investigated
- ☐ Any fault codes or control alerts since startup reviewed and addressed
- ☐ For heat pump systems: defrost cycle operation confirmed normal - no over-cycling or failure to complete