SUMMER UPTIME CHECKLIST

South Florida commercial & common-area HVAC | June - October

Print this and post it in the mechanical room. Assign it to a person, not a department, and sign it every week from June through October. Record readings, not just checkmarks — a number that has been drifting for six weeks is a warning; the same number in isolation is noise. Items in Section D require a licensed, EPA-certified technician.

A. WEEKLY WALK

EVERY WEEK · IN-HOUSE · 30-45 MINUTES

- [ ] **Walk the roof and every mechanical room.** New noises, vibration, oil stains, standing water, open panels, corrosion.
- [ ] **Check every air filter.** Replace anything gray or loaded. In dust or construction, filters load in weeks, not months.
- [ ] **Confirm condensate drains are flowing.** Check pans for standing water; confirm secondary drain and float switch are clear.
- [ ] **Clear the space around every condenser.** Two feet minimum on all sides, open discharge above. Move stored material and debris.
- [ ] **Record supply and return air temperatures at 2-3 fixed points.** A healthy system typically drops air about 18-22 degrees F across the coil. Log it weekly and watch the trend.
- [ ] **Verify setpoints and schedules have not been changed.** Check thermostats and the BAS schedule against the posted standard. Reset and re-lock overrides.
- [ ] **Check cooling tower basin, strainer, and water level (if applicable).** Debris, biological growth, correct bleed, current chemical treatment.
- [ ] **Note any comfort complaints by location.** A cluster on one floor or wing is a mechanical signal, not a people problem.

B. MONTHLY

ONCE A MONTH · IN-HOUSE, WITH CONTRACTOR SUPPORT · HALF A DAY

- [ ] **Rinse condenser coils (or schedule it).** Low pressure, correct direction, approved coil cleaner. Highest-value energy task of the summer.
- [ ] **Inspect belts, sheaves, and couplings.** Tension and alignment; glazing, cracking, belt dust. Replace matched sets, never one belt.
- [ ] **Grease bearings per the equipment schedule.** Follow the manufacturer interval. Over-greasing causes failures too.
- [ ] **Read and log amp draw on compressors, condenser fans, and supply fans.** Compare to nameplate rated load amps. A motor creeping toward its rating is a warning.
- [ ] **Open and inspect economizers and outside-air dampers.** Actuators stroke fully, linkages tight, dampers not stuck open in the heat.
- [ ] **Flush condensate lines and treat pans.** Clear the trap and line; use pan tablets where appropriate. Do not skip in the wet season.
- [ ] **Review the BAS alarm log and clear nuisance alarms.** An alarm list nobody reads is the same as no alarms at all.
- [ ] **Record last month's kWh and billed peak demand from the electric bill.** Two numbers, one minute, tracked all summer. This is what you show the board.

C. BEFORE A HEAT EVENT OR HIGH-LOAD DAY

WHEN AN ADVISORY IS ISSUED, OR 24 HOURS AHEAD · IN-HOUSE

- [ ] **Pre-cool the building early and hold steady.** Do not plan to recover during the afternoon peak. The recovery pull sets your demand charge.
- [ ] **Skip or shorten the overnight setback.** Deep setbacks backfire in a heat wave; the morning pull happens as the heat is rising.
- [ ] **Stagger equipment starts by 10-15 minutes.** Never start every unit into the same quarter hour.
- [ ] **Change any filter that is even close to due.** You will not get a second chance during the event.
- [ ] **Close blinds on west- and south-facing glass; confirm lobby, dock, and garage doors seal.** Every bit of heat kept out is capacity given back.
- [ ] **Confirm redundant and standby units actually start.** The worst time to find out is the moment you need it.
- [ ] **Post the setpoint standard and notify residents or tenants in advance.** Setting expectations prevents most complaint calls.
- [ ] **Increase the walk to daily for the duration of the event.** Five minutes a day catches icing, tripped breakers, and water before they become failures.

D. QUARTERLY — LICENSED TECHNICIAN REQUIRED

EVERY 90 DAYS · CONTRACTOR · DO NOT ATTEMPT IN-HOUSE

- ☐ **Verify refrigerant charge and superheat / subcooling.** Requires EPA-certified handling. One of the largest hidden efficiency losses.
- ☐ **Perform a full electrical inspection.** Thermal scan or torque check, contactor condition, capacitor test, safety and overload verification.
- ☐ **Deep-clean evaporator coils and blower wheels.** Restores capacity and dehumidification that surface cleaning cannot reach.
- ☐ **Test and calibrate controls and sensors.** A space sensor reading three degrees off wastes energy every hour of every day.
- ☐ **Inspect for coastal corrosion and coil-coating condition.** Salt air shortens equipment life; catch it while it is still cosmetic.
- ☐ **Confirm water treatment and Legionella controls on cooling towers.** Documented testing, not assumed. A public health obligation.
- ☐ **Update the equipment list: age, condition, refrigerant type, remaining life.** Raw material for next year's capital plan and reserve study.

E. STOP AND CALL A CONTRACTOR IMMEDIATELY

ANY TIME · THESE ARE NOT WAIT-AND-SEE ITEMS

- ☐ **Ice on refrigerant lines, coils, or inside an air handler.**
- ☐ **Supply air that is warm or weak, or a space that keeps warming through the afternoon.**
- ☐ **Breakers, fuses, or overloads that trip more than once.**
- ☐ **Water anywhere it does not belong — around an air handler, in a ceiling, or overflowing a pan.**
- ☐ **Short cycling: a unit that starts and stops repeatedly within a few minutes.**
- ☐ **New grinding, screeching, buzzing, or knocking from a compressor or fan.**
- ☐ **A burning or electrical smell, or visible scorching at a contactor or panel.**
- ☐ **A sudden cluster of complaints from one floor, wing, or zone.**

Completed by: _____ Date: _____ Property: _____

Items escalated to contractor: _____

General guidance for South Florida commercial and common-area HVAC. Follow your equipment manufacturer's instructions and all applicable safety requirements. Refrigerant and electrical work must be performed by qualified, licensed personnel.