



HVAC & Plant Room Inspection

Plant-room round for HVAC, pumps, and critical plant — readings, visual checks, and defect capture.

BUILDING / ESTATE

PLANT ROOM / SYSTEM

TECHNICIAN

DATE / TIME

Visit type

☐ Daily ☐ Weekly ☐ Reactive ☐ PPM

1. Room condition & safety

Access controlled; room tidy and free of combustibles ☐ Pass ☐ Fail ☐ N/A

Lighting, walkways, and emergency exit clear ☐ Pass ☐ Fail ☐ N/A

No abnormal noise, vibration, or burning smell ☐ Pass ☐ Fail ☐ N/A

Spill / leak containment adequate ☐ Pass ☐ Fail ☐ N/A

2. Plant readings & status

EQUIPMENT	STATUS	READING	UNIT	OK?	NOTES

SUPPLY AIR / SPACE TEMP (SAMPLE)

°C

Filters / strainers within service interval visually ☐ Pass ☐ Fail ☐ N/A

BMS / local alarms acknowledged or escalated ☐ Pass ☐ Fail ☐ N/A

3. Defects

DEFECTS / PARTS REQUIRED / CMMS REFS

Plant safe to leave running? ☐ Yes ☐ No — isolate ☐ Partial

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	