



HVAC Fan Coil Checklist

1. Suite Inspection

- **Check the reported item:** Verify the specific issue reported in the suite.
- **Confirm vents are open & free of obstruction:** closed vents will stop air flow.
- **Access panels:** should not be blocked by furniture or TV units
- **Window Coverings:** Without coverings and outside temperatures above 30°C, the unit may not perform effectively.

2. Power Check

- **Unit Power:** Does the unit have power?
- **Building Power:** Has there been a power failure in the building?
- **Air Output:** Does the unit blow hot or cold air?

3. Thermostat Check

- **Operational Status:** Is the thermostat operational?
- **Temperature Settings:**
 - Confirm the correct setting for the season (ie: summer=cooling)
 - What is the temperature set to?
 - What is the current room temperature?
 - **Note:** From October 1st – May 15th, the temperature should be 21°C.
- **Display Symbols:**
 - For heating, the sun symbol should be displayed.
 - For cooling, the snowflake symbol should be displayed.

4. Drain Pan Check

- **Debris Check:** Confirm there is no debris (e.g., drywall dust, dirt).
- **Water Flow:** If water is not flowing from the drain pan, check the P-trap for blockages.

5. Filter Inspection

- **Filter Condition:** Check if the filter is dirty. Dirty filters impede the heating/cooling process. Installation or changing of filters is not covered by Warranty. Running the units without filters will void warranty.
- **Last Changed Date:** When was the filter last changed? (Recommended to change filters every 3 months or more often if pets reside in the unit).
- **Filter Recommendation:** Recommend using MERV8 filters.

6. Boilers/Chillers Temperature Confirmation

- **Heating:** Boilers should be set around 140°F for winter.
- **Cooling:** Chillers should be set around 45°F for summer.