SUNBELT CONTROLS

Appendix 35-B
Water Loss and Mold-Contaminated Building Materials Inspection Checklist

Inspection Completed By: _____ **Date:** _____

Reason for Inspection: _____ **Location(s) / Areas Inspected**

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INSTRUCTIONS TO THE INSPECTOR:
Personnel completing this programmed inspection must have advanced mold and Water Loss Recognition Training. When inspecting the building systems and materials outlined below look for signs of moisture, water damage and/or mold growth. Where signs are present, note your observations in the comment section below each inspection sub-set and complete an "Incident Report Form" "YES" indicates a problem was observed. "NO" means that no signs of water/moisture or mold growth were present. "N/A" means not applicable.

PLUMBING / PIPING INSPECTION – the focus of this part of the inspection is to ensure that plumbing / piping lines are not leaking or causing excessive sweating and that a condensation pan overflow has not occurred.

	YES	NO	N/A
Inspect the flooring and lower sections of walls in areas/rooms in and adjacent to the HVAC system chillers/air-handling units	☐	☐	☐
Inspect HVAC plumbing/piping lines and insulation for excessive sweating and mold-growth. Where excessive sweating is occurring, inspect surrounding building materials and line insulation, if present, closely for signs of moisture, water damage and/or mold growth	☐	☐	☐
Inspect building materials under and adjacent to HVAC plumbing/piping pathways throughout the structure	☐	☐	☐
Ensure that drain lines are free from obstruction and condensate pans are present	☐	☐	☐
During a pre-HVAC installation inspection, ensure that plumbing/piping pathways to be used by the HVAC system being installed by Sunbelt Controls are free from water damage and mold from other sources	☐	☐	☐

ADDITIONAL COMMENTS

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GENERAL INTERIOR INSPECTION – the focus of this part of the inspection is to ensure that temperature and relative humidity control by the HVAC System is not resulting in condensation or other moisture conditions on interior building surfaces.

	YES	NO	N/A
Inspect windows, including skylights, and walls, especially exterior walls, for signs of sweating and surface mold growth (often times mold growth from high humidity or condensation appears in small patches of mold in random locations)	☐	☐	☐
Inspect ceilings throughout the building, especially around supply and return diffusers for signs of moisture, water damage and mold-growth	☐	☐	☐

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ADDITIONAL COMMENTS

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HVAC SYSTEMS INSPECTION – the focus of this part of the inspection is to ensure that air-handling units, chillers and/or dehumidification equipment are draining properly, not allowing condensation or excessive humidity to occur downstream and not being affected by other sources of moisture/water inside the building.

	YES	NO	N/A
Inspect the interior and exterior of all air-handling units, chillers, and dehumidification equipment (i.e. cooling coils, fans, interior/exterior insulation, and drain pans) for signs of moisture, icing, water or mold growth	☐	☐	☐
Inspect drip pans, drain lines, and chillers/AHUs for proper drainage and physical and installation damage. In addition, inspect the building materials surrounding them.	☐	☐	☐
Inspect for condensation and/or mold growth on diffusers and air-filters. Where possible, shine a flashlight into the diffusers and behind air-filters to inspect the ductwork and buckets behind them for these same conditions.	☐	☐	☐
Inspect the condition of the seals around ductwork, return air plenums, fresh air intakes, and distribution plenums. Where signs of condensation are occurring around any of these seals, inspect inside the ductwork/plenum/AHU and the building materials around these problem areas.	☐	☐	☐
Monitor relative humidity levels of air coming out of a representative number of supply diffusers associated with each HVAC system in the building. If relative humidity levels are greater than 55%, inspect the duct interior closely for signs of condensation and mold growth.	☐	☐	☐

ADDITIONAL COMMENTS

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