



Residential Cleaning Evaluation Checklist

This document is designed to be used as both a pre- and post-cleaning checklist. The questions listed under item #4 can be asked of the HVAC system cleaning and restoration specialist once cleaning has been completed. For more information regarding the proper methods of cleaning HVAC systems, please review NADCA's current *Assessment, Cleaning & Restoration (ACR) Standard*.

1. Can the company show proof of NADCA membership and certification? Yes No

2. Will the contractor conduct a thorough inspection of your system PRIOR to performing any work and alert you to any problems? This is required by the current NADCA ACR Standard. Yes No

3. Is the HVAC system fully operational prior to cleaning? Yes No

4. Services to be provided:

Clean Supply Ductwork Yes No

Clean Return Air Ductwork Yes No

For Metal Ductwork:

Q: *Are interior ductwork surfaces free of visible debris?* (Select several sites at random in both the return and supply sides of the system.)

For Fiberglass, or Fiber-lined, Ductwork or Ductboard:

Q: *Is all fiberglass or lining material in good condition* (i.e., free of tears and abrasions; well adhered to the interior of the duct)?

Remove, Clean and Reset:

Supply Registers Yes No

Return Air Grilles Yes No

Q: *Are the registers, grilles, and diffusers visibly clean?*

Q: *Are all the registers, grilles, and diffusers properly reset?*

Access and Clean:

Supply Air Plenum Yes No

Return Air Plenum Yes No

Q: *Is the supply plenum (directly downstream of the air handling unit) free of moisture stains and contaminants?*

Q: *Is the return air plenum free of visible dust and debris?*



Install Access Panels as Needed ___ Yes ___ No

Q: Are access panels properly sealed according to the NADCA ACR Standard?

Clean Airstream Side of Heat Exchanger ___ Yes ___ No

Clean Secondary Heat Exchanger ___ Yes ___ No

Q: Was proper access made to the heat exchanger?

Remove, Clean and Reinstall

Blower Motor, Housing & Assembly ___ Yes ___ No

Q: Are the blower blades clean and free of oil and debris?

Q: Is the blower compartment free of visible dust and debris?

Clean Evaporator Coil, Drain and Pan * ___ Yes ___ No

Q: Which cleaning method was used?

Type 1: Contact vacuum, brush, or air wash

Type 2: Use coil cleaning chemicals and water

Q: Are both sides of the cooling coil visibly clean?

Q: If you point a flashlight into the cooling coil, does light shine through? It should if the coil is clean.

Q: Are the coil fins straight and evenly spaced (as opposed to being bent over and smashed together).

Q: Is the coil drain pan clean and draining properly?

Replace air filter ___ Yes ___ No

Q: Do filters fit properly and are they the proper efficiency as recommended by the HVAC system manufacturer?

Wash air cleaner ___ Yes ___ No

If no to any of the services listed above, why not? _____

5. Is the HVAC system operating properly after cleaning? ___ Yes ___ No

**Please note:* Cleaning the cooling coils is required by the NADCA Standard – *Assessment, Cleaning & Restoration of HVAC Systems (ACR)*. However, some state regulations specify that only licensed HVAC mechanical contractors may clean cooling coils. Be certain to ask your NADCA member company representative if his/her company will clean the coils of your HVAC system, and by which method.