VETS
FACILITY SERVICES

HVAC & BUILDING SYSTEMS MAINTENANCE CHECKLIST

Take Control of Your Building's Mechanical Systems

As a property manager or condo board member, you carry the responsibility of keeping your building safe, compliant, and running without disruption. This checklist gives a clear and actionable path to ensure your mechanical systems protect residents, your assets, and your reputation. From HVAC airflow and boiler safety controls to ventilation rates and water treatment, these critical inspections and proactive steps reduce risk, extend equipment life, and support code compliance. When these systems are maintained with consistency and technical discipline, you avoid surprises, control costs, and create a safer environment across the lifecycle of your building's critical assets.

HVAC Systems (Core Priority)

Checklist	Why this matters
Quarterly inspections of boilers, air handling units, makeup air & exhaust systems/units	Reduces risk of unexpected breakdowns impacting residents.
Air filter replacement	Dirty or soiled filters reduce airflow and can lead to system freeze up and system failure.
Belt checking/changing	Worn or loose belts reduce airflow and can lead to system failure.
Coil Cleaning	Clean coils help prevent the buildup of dust, mold, and contaminants.
Verify proper ventilation rates (hallways, parkades, make-up air)	Prevents stagnant air, odors, and uneven ventilation.
Seasonal start-up/shutdown (heating & cooling)	Identifies issues before full operation begins. Confirms proper and safe system operation.

Interested in learning about our proactive maintenance program and five step proven process? Contact Tyler McKinnon by phone 780-434-7486 or email tmckinnon@vetsgroup.com

Boiler & Hydronic Systems

Checklist	Why this matters
Monitor pressure, temperature, and safety controls	Monitoring pressure, temperature, and safety controls is even more critical because the boiler is the central source of heat for the entire building.
Annual combustion analysis and efficiency checks	A combustion analysis ensures the boiler is burning fuel as efficiently as possible. Liability protection.
Expansion tank and relief valve inspections	Prevents pressure buildup in the system. Confirms the valve will open at the correct pressure.
Freeze protection verification (glycol levels, heat trace)	Freeze protection verification is especially important in condominiums with hydronic and boiler systems because frozen water can quickly turn into major property damage and system failure.
Backflow preventer testing annually (EPCOR)	A backflow preventer stops dirty or contaminated water from flowing back into the clean water supply. Compliance with EPCOR regulations.

Cooling Towers & Water Systems

Checklist	Why this matters
Regular water treatment program	Condo buildings depend on complex piping and mechanical systems that require proper water treatment to stay reliable. Without it, corrosion can lead to leaks and pipe failures, scale buildup can restrict flow and damage equipment, and sediment can shorten the lifespan of the entire system.
Cleaning and disinfection	Protects Health and Safety. Untreated water can grow harmful bacteria like Legionella.
Drift eliminator and fill inspections (cooling towers)	The fill is responsible for heat transfer, and if it's fouled, scaled, or deteriorating, the tower becomes less efficient and works harder, increasing energy costs and wear on equipment.
Seasonal start up procedures	Startup procedures for cooling towers and condo water systems are critical because they set the baseline for safe, efficient operation after shutdowns or seasonal changes.

Exhaust & Ventilation Systems

Checklist	Why this matters
Parkade exhaust and CO sensor calibration	If the exhaust system isn't maintained, even accurate sensors won't effectively remove dangerous gases. If sensors are not calibrated, they may fail to activate when needed or trigger at the wrong levels, putting residents at risk.
Hallway pressurization checks	Hallway pressurization is critical in condos because it keeps smoke out of corridors during a fire, protecting evacuation routes for residents. Without proper pressure, smoke can quickly fill hallways, making it dangerous to escape and difficult for emergency responders to access the building. Regular checks ensure the system works when it's needed most, helping keep occupants safe.
Dryer and kitchen exhaust cleaning	Regular dryer and kitchen exhaust cleaning is essential for condo buildings to reduce fire risk and maintain proper airflow.

Preventative Maintenance & Documentation

Checklist	Why this matters
Maintain service logs and inspection records	Maintaining service logs and inspection records gives condo owners a clear history of how building systems are performing and being maintained. It helps catch problems early and plan repairs before they become costly. Most importantly, it provides proof of due diligence, protecting the condo corporation from liability and compliance issues.
Track deficiencies and corrective actions	This helps prevent small problems from becoming costly failures by confirming repairs are completed and effective. Most importantly, it provides accountability and documented proof that the condo is being safely and responsibly maintained.
Schedule annual code-related inspections	These inspections help identify issues early before they become serious risks or costly repairs. Most importantly, they provide documented proof that the building is meeting its legal and safety obligations.

Stay Ahead of Risk with Confidence

Consistent execution of this checklist protects your building, your budget, and your responsibility as an operator. When inspections are documented and issues are addressed early, you stay ahead of risk and maintain control. That's where real peace of mind comes from.