

Rooftop HVAC Unit Maintenance Safety Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Safe Roof Access

☐ Is the roof hatch structurally sound, free from rust/corrosion, and able to support 300 lbs? (OSHA 1910.27(d)(1))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Does the roof hatch latch securely in the open position to prevent accidental closure? (ANSI A14.8)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ If a fixed ladder is used, are rungs free from damage, secure, and spaced 12 inches apart? (OSHA 1910.27(b)(1))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Does the fixed ladder extend at least 42 inches above the landing surface? (OSHA 1910.27(d)(3))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ If using a portable ladder, is it set at a 4:1 ratio (base distance to height)? (OSHA 1926.1053(b)(5)(i))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the portable ladder secured at the top and bottom to prevent movement? (OSHA 1926.1053(b)(6))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the pathway from the access point to the RTU clear of obstructions (e.g., debris, tools, equipment)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the roof surface dry and free from slip hazards (e.g., oil, ice, water)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is there adequate lighting (minimum 10 foot-candles) along the access route and around the RTU? (ANSI/IES RP-7)	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Is there a clear and unobstructed emergency egress route from the RTU location?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Electrical Lockout/Tagout (LOTO)

☐	Is a dedicated disconnect switch present and readily accessible for the RTU? (NEC 440.14)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Does the disconnect switch operate smoothly and completely cut off power to the RTU? (NFPA 70E)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Has a written Lockout/Tagout procedure been followed, including identification of all energy sources? (OSHA 1910.147(c)(4))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Has a qualified person performed the Lockout/Tagout procedure? (OSHA 1910.147(c)(6))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is a personal lockout device (lock and tag) properly applied to the disconnect switch? (OSHA 1910.147(d)(4))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Has voltage been verified as zero using a calibrated voltage meter after lockout? (NFPA 70E)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Have all capacitors been properly discharged using a suitable discharge tool and verified with a meter before touching any components? (NFPA 70E)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the RTU properly grounded, and is the grounding conductor intact and securely connected? (NEC 250)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are all electrical panels and components properly labeled with voltage and hazard warnings? (NEC 110.16)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Has an arc flash risk assessment been performed, and are appropriate PPE requirements documented? (NFPA 70E)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Fall Protection

☐	Are leading edges within 6 feet of the RTU protected by guardrails, safety nets, or personal fall arrest systems? (OSHA 1926.501(b)(1))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are guardrails at least 42 inches high with a mid-rail and toe board? (OSHA 1926.502(b)(2))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Has the full-body harness been inspected for damage (cuts, tears, abrasions) prior to use? (ANSI Z359.11)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Has the lanyard been inspected for damage (cuts, burns, chemical exposure) prior to use? (ANSI Z359.11)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the anchorage point capable of supporting 5,000 lbs per employee attached? (OSHA 1926.502(d)(15))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If using a self-retracting lifeline (SRL), is it functioning properly and within its inspection date? (ANSI Z359.12)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is there sufficient fall clearance below the anchorage point to prevent contact with lower levels? (OSHA 1926.502(d)(16))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is there a documented rescue plan in place in case of a fall? (OSHA 1926.502(d)(20))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If using a controlled access zone, is it clearly marked and limited to authorized personnel? (OSHA 1926.502(g))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If using a warning line system, is it at least 6 feet from the edge and flagged every 6 feet? (OSHA 1926.502(f)(2))	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Personal Protective Equipment (PPE)

☐	Is a properly fitted hard hat worn at all times on the roof? (ANSI Z89.1)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are safety glasses or goggles worn to protect against debris and chemical splash? (ANSI Z87.1)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are appropriate gloves worn for the task (e.g., electrical-rated gloves, cut-resistant gloves)? (ANSI/ISEA 105)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are safety-toe boots with slip-resistant soles worn? (ASTM F2413)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is high-visibility clothing (e.g., vest or jacket) worn to increase visibility? (ANSI/ISEA 107)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is hearing protection worn when working near noisy equipment (above 85 dBA)? (OSHA 1910.95)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If performing electrical work, is arc-rated clothing worn according to the arc flash hazard assessment? (NFPA 70E)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is respiratory protection required for refrigerant handling or other tasks, and is it properly fitted and maintained? (OSHA 1910.134)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is all PPE in good condition, clean, and properly stored?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Have all personnel been trained on the proper use, care, and limitations of their PPE?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

RTU Servicing & Refrigerant Handling

☐	Is refrigerant recovery equipment certified and in good working order? (EPA 608)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a proper refrigerant recovery procedure followed to prevent venting to the atmosphere? (EPA 608)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are refrigerant cylinders properly labeled, secured, and in good condition (no rust or damage)? (DOT 49 CFR Part 178)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are refrigerant cylinders filled to no more than 80% of their capacity? (DOT 49 CFR Part 173.304)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If lifting heavy components (e.g., compressors), is the lifting equipment (crane, hoist) rated for the load? (OSHA 1926.1400)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Has the lifting equipment been inspected prior to use, and is it free from defects? (OSHA 1926.1400)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are proper lifting techniques used to avoid musculoskeletal injuries when handling compressors? (NIOSH Lifting Equation)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If hot work (welding, cutting) is required, is a hot work permit obtained and followed? (NFPA 51B)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a fire extinguisher readily available and inspected within the last year? (OSHA 1910.157)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the work area kept clean and free from trip hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				

#	Item	Location	Severity	Action required
8				

Signature

Inspector signature _____

Name _____

Date _____