

TROPICAL STORM & HURRICANE CHECKLIST

FOR HVAC RTUs AND COMMERCIAL SPACES

One Week Before the Storm:

- Review and update emergency contact information for HVAC service providers and technicians.
- Inspect the RTUs for any existing issues or signs of wear and tear. Schedule necessary repairs or maintenance.
- Clear debris or obstacles around the RTUs and commercial spaces to prevent potential damage during the storm.
- Check and secure loose HVAC components, including panels, ducts, and connections.
- Ensure that all drain lines and condensate pans are clean and functioning properly.
- Install hurricane straps or other reinforcements to secure the RTUs to the building structure.
- Verify emergency power sources, such as generators, are in good working condition and have sufficient fuel.
- Review the manufacturer's guidelines and warranty requirements for wind and impact resistance.
- Schedule a professional inspection of the RTUs to ensure they meet the necessary wind and impact ratings.
- Verify that the RTUs have been installed according to manufacturer specifications, including proper anchoring and support.

Two Days Before the Storm:

- Shut off power to the RTUs and commercial spaces as advised by local authorities.
- Securely cover the RTUs with waterproof material or hurricane-rated covers to protect them from flying debris and water damage.
- Remove or secure any outdoor furniture, signage, or loose objects that may become airborne and damage the RTUs or commercial spaces.
- If required by the manufacturer's warranty, arrange for a qualified professional to perform a final wind and impact inspection on the RTUs.
- Keep a record of the inspection results and any necessary repairs or adjustments to maintain warranty coverage.

The Day of the Storm:

- Follow all evacuation orders and prioritize personal safety.
- Shut off the main power supply to the HVAC systems if it has not been done already.
- Close all dampers, vents, and windows to prevent wind-driven rain from entering the building.
- Document the condition of the RTUs and commercial spaces for insurance purposes, including taking photos or videos if possible.

Post Storm:

- Once it is safe to do so, assess the damage to the RTUs and commercial spaces.
- Clear any debris or obstructions around the HVAC units and inspect them for damage.
- Contact HVAC service providers to evaluate and repair any damage to the RTUs and commercial spaces.
- Inspect electrical connections and components for water damage before restoring power.
- Check the integrity of ductwork, insulation, and air filters.
- Clean and disinfect the HVAC system if it has been exposed to floodwater or excessive moisture.
- Monitor the performance of the HVAC system closely in the following days and address any issues promptly.
- If the RTUs have been subjected to high winds or impact, schedule a follow-up inspection by a qualified professional to assess any potential damage.
- Document the inspection findings and communicate with the manufacturer or warranty provider regarding any necessary repairs or warranty claims.
- Ensure that authorized service providers promptly address any repairs or replacements required to maintain warranty coverage.



Safety should always be the top priority during natural disasters. If you're unsure about any tasks or need professional assistance, it's best to consult with HVAC experts or local authorities.

For more information on our services or to schedule a meeting, please call **+1 631-719-7261** or email us at **inquire@retailmechanical.com**.