PATTERSON MECHANICAL

Commercial Rooftop Unit Asset Register

A repeatable record for packaged rooftop HVAC equipment, service history and capital planning.

> Create one record per unit. Building staff may document labels, symptoms and access information. Internal electrical, gas, combustion and refrigeration work belongs with qualified people.

Property / site _____

Address _____

Prepared by _____

Date _____

1. Unit identity

Unit / asset ID _____

Roof location _____

Area / tenant served _____

Manufacturer / model _____

Serial number _____

Approximate install year _____

Fuel / refrigerant _____

Capacity / voltage _____

Filter sizes and quantities _____

Controls / thermostat zone _____

2. Access, service and operating context

Item	What to record	Site notes
Roof access	Ladder, hatch, escort, keys, fall protection or restricted hours	
Operating schedule	Occupied hours, setbacks, after-hours needs	
Criticality	Ordinary comfort, freeze-sensitive, process, tenant or server load	
Related systems	Exhaust, make-up air, controls, roof curb, drains	
Known constraints	Noise, crane access, roof condition, electrical or gas limits	

3. Seasonal condition snapshot

System	Review	Record
Heating	Ignition / combustion / safeties / venting / heat section	Qualified service report reference
Cooling	Coils / condenser airflow / drainage / refrigeration readings	Qualified service report reference
Airflow	Filters / belts / blower / dampers / supply and return	Condition / deficiency
Controls	Schedule / sensors / alarms / economizer / low-temperature protection	Condition / deficiency
Cabinet / roof	Panels / seals / curb / corrosion / drainage / snow exposure	Condition / deficiency

4. Service and deficiency history

Date	Complaint / task	Finding	Work / report	Open item

5. Capital-planning summary

Repeated failure pattern

Parts / refrigerant constraint

Comfort / ventilation constraint

Roof / crane coordination

Controls / electrical / gas scope

Recommended next decision date

Do not repeatedly reset lockouts or bypass safeties. Stop and follow the building emergency plan for smoke, gas odour, electrical arcing or unsafe roof conditions.