

Active chilled beam annual maintenance checklist

The annual active chilled beam service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against IMC (mechanical code), manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC service lead on the annual service, coordinated with the controls contractor. When: Once a year, timed with the seasonal changeover so the coil can be cleaned and the dewpoint interlock proven before the humid cooling season.

Coil deep clean

- ☐ Coil cleaned through and airflow restored
Fins cleaned full-depth per the manufacturer, nozzles cleared, induced airflow restored, no fin damage from cleaning. 2 photos required

Valve and actuator

- ☐ Control valve and actuator serviced and stroked
Actuator drives the valve fully open and closed, seats tight, strainer clean, insulation and vapor seal restored at the connections. 1 photo required

Dewpoint control verification

- ☐ Dewpoint/condensation interlock proven and water reset confirmed
Simulated high-dewpoint condition closes the chilled-water valve, chilled-water reset holds above dewpoint, primary-air dehumidification confirmed. 2 photos required