

Active chilled beam quarterly maintenance checklist

A quarterly active chilled beam round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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 or controls tech on the quarterly round, working from a lift or ceiling access. When: Every quarter, because beams run dewpoint-close by design and a little coil fouling or a failed valve is what turns a tuned unit into a dripping ceiling.

Coil and water side

- ☐ **Coil clean and control valve stroking correctly**
Coil face and fins clean, no lint mat, control valve modulating and seating fully, no weeping at connections. 2 photos required
- ☐ **Supply water temperature held above room dewpoint**
Chilled-water supply reset above the space dewpoint, no condensation on the coil, casing or connecting pipe insulation. 2 photos required

Nozzles and primary air

- ☐ **Induction nozzles clear and primary air proven**
Nozzles free of dust and lint, primary air plenum pressurized and delivering conditioned, dehumidified air, no whistling or blockage. 1 photo required

Condensation and controls

- ☐ **No condensation and dewpoint/leak controls responding**
Beam, casing and ceiling dry, condensation or dewpoint sensor and any leak detector active, valve closing on a dewpoint alarm. 1 photo required