

Air curtain annual maintenance checklist

The annual air curtain 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 manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC service tech on the annual visit, with the unit dropped or opened up. When: Once a year, scheduled ahead of the cold season so a worn bearing or a mis-aimed nozzle is caught before the doors are working all day.

Blower and bearings

- ☐ **Blower wheel cleaned and checked for balance**
Wheel cleaned front and back of the blades, no cracked or missing tabs, spins true with no wobble or heavy vibration on start. **2 photos required**
- ☐ **Motor bearings checked for wear and noise**
Shaft felt for play, bearings listened to under load for whine or growl, greased where the fittings allow. **1 photo required**

Discharge and coverage

- ☐ **Nozzle re-aimed to reach the floor across the opening**
Discharge angle set so the stream lands near the floor and holds full width, velocity felt as even from jamb to jamb, no weak center. **2 photos required**
- ☐ **Mounting and anti-vibration hardware retightened**
Brackets and isolators checked and snugged, no cracked mounts, unit sits level to the head of the opening. **1 photo required**

Heating section where fitted

- ☐ **Heating section serviced and discharge warmth confirmed**
Electric elements or hydronic coil cleaned and checked, connections sound, discharge felt warm through the run on a heat call. **1 photo required**