READY TO INSPECT — FIELD CHECKLIST

Air curtain quarterly maintenance checklist

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

Who runs it: The maintenance or HVAC tech on the quarterly round at the entry doors. When: Every quarter, best done in the season the unit runs hardest since a weak stream shows up as drafts and door swings.

Access and lockout

- [ ] Ladder or lift set with foot traffic kept out from under it
  Access set up per the site's plan, the doorway coned off or a spotter posted, and people routed through another entrance while work goes on overhead.
  No photo required

- [ ] Fan and heater feeds locked and tagged before the guard comes off
  Fan feed and any heater circuit locked, tagged and tried at the door switch. Running checks: guard on, tools clear, locks off by their owner, re-lock before hands go back in.
  1 photo required

Intake and airflow

- [ ] Intake screen and grille clear of lint and debris
  Guard pulled and the intake looked at directly, no matted lint on the screen, no bags or signage leaning against the inlet.
  2 photos required

- [ ] Filters checked on units built with them
  Filtered units only: filter pulled, loading checked, cleaned or swapped for the manufacturer's type. Units without filters marked not applicable.
  No photo required

- [ ] Discharge nozzle clean and at its commissioned angle
  Vanes free of lint and tape, none bent, angle still at its mark or the commissioning record rather than knocked outward by carts or ladders.
  1 photo required

- [ ] Guard refitted and locks removed before the running checks
  Intake guard and covers fastened, tools off the unit, each lock taken off by the person who hung it, unit powered back up on its door switch.
  1 photo required

- [ ] Air stream covers the full width of the opening
  Stream checked at both jambs and the center with the hand or a tell-tale, reaching the floor across the whole doorway with no dead side.
  2 photos required

Controls and interlock

- [ ] Door switch or sensor mounting and cable secured
  Switch or sensor fastened to the frame and lined up with the door, cable clipped clear of the door's travel, not pinched, chafed or hanging loose.
  1 photo required

- [ ] Door switch starts and stops the unit
  Door opened and closed, unit ramps up on open and drops out on close, no jumper or tape defeating the switch.
  1 photo required

- [ ] Speed and heat settings match the owner's season setting
  Controller dial or display at the speed and heat mode the owner set for the season, no override left at high, schedule or occupied mode correct.
  1 photo required

Noise and mounting

- [ ] No new rattle, buzz or vibration at the mount
  Unit run and listened to, no bearing whine or blade knock, mounting brackets tight with no walking at the wall or lintel.
  1 photo required

- [ ] Nothing stored on the unit and its intake space kept open
  No boxes, signs or decorations on or hung from the unit, intake clearance above it kept to the manufacturer's figure, unit still at its installed height.
  1 photo required

- [ ] Round findings and door switch condition recorded
  Coverage, noise, switch operation and any tampering found entered against the unit, with deferred repairs flagged for the owner.
  No photo required