

Air and dirt separator quarterly maintenance checklist

A quarterly air and dirt separator 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 building maintenance tech checking the separator on the quarterly mechanical-room round, venting air and blowing down the collected dirt. When: Every quarter, and more often on a loop that's been opened or refilled, since air the separator misses collects at the high points and dirt it doesn't drop settles into the pump seals and control valves.

Air removal

- ☐ Automatic air vent operating and not weeping
- Vent seen releasing air and reseating dry, float chamber not water-logged, no steady drip that means the seat is fouled or the vent is passing water.
- 1 photo required

Dirt removal and blowdown

- ☐ Blowdown opened and discharge observed
- Blowdown or drain valve at the base opened to a bucket or drain, dirty water and settled sediment seen discharging, valve reseating clean with no drip after.
- 2 photos required

Pressure and body

- ☐ System pressure and separator body checked
- Loop pressure at the gauge steady in its normal band, no rising make-up suggesting a leak here, separator body and connections dry with no weeping at the flanges or the vent.
- 1 photo required
- ☐ Insulation and mounting intact
- Body insulation on a chilled or condensing loop intact so it doesn't sweat, mounting and supports sound, isolation valves in their normal positions.
- 1 photo required