

Electric duct heater annual maintenance checklist

The annual electric duct heater 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 NEC (NFPA 70), IMC (mechanical code), manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC service lead with the licensed tech who certifies the safeties; the field observes and documents the results. When: Once a year ahead of the heating season, coordinated with the air handler service so the duct can be opened.

Element and contactor service

- ☐ **Elements cleaned, checked and resistance verified stage by stage**
Coils cleaned of dust and lint, no cracked or grounded elements, each stage's resistance and draw checked against the nameplate and logged. **2 photos required**
- ☐ **Contactors and terminations serviced**
Contactor contacts clean and not pitted, no sign of welding, all power and control terminations re-torqued to spec with no heat discoloration. **1 photo required**

Interlock verification

- ☐ **Airflow interlock function-tested by interrupting airflow**
With a stage calling, airflow actually interrupted and the heater confirmed dropping out immediately — result documented and certified by the licensed tech, interlock left as-designed. **2 photos required**

Cutout verification

- ☐ **High-limit cutouts function-tested and reset**
Automatic and manual limits confirmed opening the heater under test and the manual limit confirmed requiring a physical reset — documented and certified, never left bypassed. **2 photos required**