

Electric duct heater quarterly maintenance checklist

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

Who runs it: The HVAC or maintenance tech on the quarterly mechanical round. When: Every quarter through the heating season, walked with the air handler that serves the duct. The heater only energizes with airflow, so a fan problem shows up here.

Elements and terminations

- ☐ Elements and terminal block inspected with power locked out
Element coils intact and not sagging into the duct wall, terminal lugs tight with no heat discoloration or melted insulation, control wiring landed. 2 photos required
- ☐ Each heating stage confirmed energizing on a call
Every stage draws current on a call for heat, no stage dead, contactors pulling in cleanly without chatter. 1 photo required

Airflow proving

- ☐ Airflow interlock proves before elements energize
Sail switch or differential pressure proving observed making before any stage energizes and dropping the heater when airflow stops — observed and documented, never jumpered. 2 photos required

Safety cutouts

- ☐ High-limit cutouts present, wired and reset
Automatic and manual high-limit cutouts in place and landed, manual reset button not tripped, no evidence a limit has been defeated or taped. 2 photos required