

Energy recovery ventilator (ERV) annual maintenance checklist

The annual energy recovery ventilator 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 IMC, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC service tech on the annual, with the unit opened up and instruments on the airflows. When: Once a year, when the wheel or core can be pulled for real cleaning and the outdoor-air balance can be measured rather than assumed.

Core and seals

- ☐ **Recovery wheel or core removed and deep cleaned**
Media cleaned through its depth per the manufacturer's method, not just wiped at the face, and refitted square. 2 photos required
- ☐ **Wheel and purge seals inspected and adjusted**
Perimeter and purge seals checked for wear and gap, adjusted or replaced so the airstreams don't cross-leak. 1 photo required

Dampers and economizer

- ☐ **Damper actuators and economizer sequence tested**
Actuators driven through their full range, economizer or bypass sequence commanded and observed, end switches and linkage confirmed. 1 photo required

Drives and balance

- ☐ **Belts, motors and bearings serviced**
Belts replaced or tensioned, motor amps read against the nameplate, bearings lubricated per the manufacturer. 1 photo required
- ☐ **Supply and exhaust airflow measured and balanced**
Both airflows measured and set to the design values, the building pressure relationship confirmed, readings logged for next year. 2 photos required

Drains and cabinet

- ☐ **Drain pans cleaned and cabinet checked**
Pans cleaned and traps primed, cabinet interior and insulation checked for water damage or mold, access panels sealing. 1 photo required