

Energy recovery ventilator (ERV) quarterly maintenance checklist

A quarterly energy recovery ventilator 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, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC or maintenance tech on the quarterly round, at the unit in the mechanical room or on the roof. When: Every quarter, since the ERV pulls outdoor air continuously and loads its filters faster than equipment that only runs on a call.

Filters

- ☐ **Filters on both the supply and exhaust airstreams changed**
Both airstreams' filters pulled and checked, replaced when loaded, gaskets seated so air isn't bypassing the filter. 2 photos required

Recovery and drives

- ☐ **Recovery wheel turning or core clear**
Wheel rotating freely with its belt intact, or the fixed core faces clear, no debris packed into the media, seals contacting the wheel. 2 photos required
- ☐ **Supply and exhaust fans running clean**
Both fans running without bearing noise or vibration, belts on belt-drive units tensioned and not glazed. 1 photo required

Dampers and drains

- ☐ **Outdoor-air and exhaust dampers operate**
Dampers stroking fully open and closed with the unit, linkages tight, no blades stuck or bent, closing off when the unit is down. 1 photo required
- ☐ **Condensate drains flowing on both sides**
Drain pans and traps checked on the drain side, water flowing away, no standing water in the cabinet. 1 photo required