

Fan coil unit annual maintenance checklist

The annual fan coil unit 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 mechanical service tech on the annual, with the unit off and the space protected. When: Once a year in a shoulder season, when a room can be taken down long enough to open the cabinet and clean the coil and pan properly.

Coil and pan

- ☐ **Coil deep-cleaned and fins combed**
Coil cleaned through the full depth of the fin pack, drainage confirmed after rinse, bent fins combed, no leaks at the tube connections. 2 photos required
- ☐ **Drain pan removed, cleaned and re-pitched**
Pan pulled and scrubbed to bare surface, biological growth removed, pan and line re-pitched to drain, trap rebuilt and primed. 2 photos required

Valves and piping

- ☐ **Control valves stroked and serviced**
Two-way or three-way valves driven full range, actuators seating and opening, no weeping at packing, coil bled of trapped air. 1 photo required
- ☐ **Isolation valves and connections checked**
Isolation and balancing valves operable, flex connectors and unions dry, insulation intact on chilled-water lines. 1 photo required

Motor and controls

- ☐ **Motor and blower assembly serviced**
Motor bearings checked, wheel cleaned and balanced, belt or direct drive inspected, amp draw within nameplate at each speed. 1 photo required
- ☐ **Thermostat and unit controls verified**
Space thermostat calibrated, heating and cooling changeover proven, occupied and unoccupied modes working, no overrides left set. 1 photo required