

Fan coil unit quarterly maintenance checklist

A quarterly fan coil unit 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 maintenance tech on the quarterly unit round through the rooms and corridors. When: Every quarter, walked room by room or by floor so the filter change and the drain check happen on the same visit.

Filter and coil face

- ☐ **Filter replaced and coil face inspected**
Filter changed and correctly sized, no bypass gaps around the rack, coil face clean with no matting or bent fins visible behind the filter. 2 photos required

Condensate

- ☐ **Drain pan clear and trap holding**
Pan draining fully with no standing water or biological growth, trap primed, drain line flowing to termination with no back-up. 2 photos required
- ☐ **Condensate float switch proven where fitted**
Float switch lifted to confirm it interrupts the unit or fires the alarm, secondary pan dry where the unit sits over occupied space. 1 photo required

Blower and operation

- ☐ **Blower running clean and quiet**
Wheel free of dust build-up, set screw tight, motor mounts sound, no rattle, imbalance or bearing noise at each speed tap. 1 photo required
- ☐ **Unit heats and cools on a call**
Heating and cooling each commanded from the thermostat, discharge temperature responding, no unusual valve or fan behavior. 1 photo required