READY TO INSPECT — FIELD CHECKLIST

Steam humidifier quarterly maintenance checklist

A quarterly steam humidifier 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 controls tech on the quarterly mechanical round. When: Every quarter through the heating season when the unit is actually running, tighter on a hard-water site since scale drives the interval.

Arrival and lockout

- [ ] Output, water use and service warnings photographed on the display
  Controller read for output, water use, fault history and any service or end-of-life warning before power comes off, so the round starts from what the unit reported.
  1 photo required

- [ ] Every feed to the humidifier locked and tagged
  Power, control and any gas or steam supply locked and tagged, water off. For running checks: cabinet closed, people clear, locks lifted by whoever hung them, then re-locked before hands go back in.
  1 photo required

Cylinder and steam

- [ ] Steam cylinder or electrode condition checked
  Disposable cylinder or electrode bank checked for scale load and current draw, replaced when the manufacturer's end-of-life indication shows rather than run to failure.
  2 photos required

- [ ] Dispersion tube and steam hose checked
  Steam hose sloped to drain with no sagging water trap, dispersion tube seated in the duct and not spitting condensate, tube ports clear.
  1 photo required

- [ ] Cabinet interior checked for water, scale trails and heat marks
  Cabinet floor dry, no scale trails from the tank or cylinder, wiring and terminals free of scorching, discolored insulation or loose lugs.
  1 photo required

Water side

- [ ] Wetted surfaces checked for standing water and biofilm
  Tank or cylinder and drain pan free of slime, odor and stagnant water, and the drain and flush settings keeping water from sitting in the unit between calls.
  1 photo required

- [ ] Fill and drain valves cycled
  Fill solenoid admits water and the drain pumps or drains down at end of cycle, no continuous fill-and-dump wasting water and hammering the cylinder.
  1 photo required

- [ ] Drain line and pan checked for scale
  Drain running to an air gap, no mineral crust bridging it, pan and floor around the unit dry.
  1 photo required

- [ ] Feed water treatment matched to the manufacturer's requirement
  Supply confirmed as this type needs it, plain potable, softened or RO, and any treatment ahead of the unit running without alarm, since a mismatch scales or fouls it fast.
  No photo required

Controls and safeties

- [ ] Safeties shown enabled with nothing jumpered or overridden
  High-limit, airflow proving and level safeties show enabled on the controller, with no jumper, taped contact or override at their terminals or in the settings.
  1 photo required

- [ ] Humidistat setpoint and demand response confirmed
  Room or duct humidity read against the setpoint, unit calls and makes steam on demand and drops out when satisfied.
  1 photo required
- [ ] Airflow proving and duct high-limit confirmed operating
  Airflow or pressure proving switch proving air before steam is allowed, duct high-limit humidistat wired in and cutting steam if it climbs; a dispersion into dead airflow is the failure this catches.
  1 photo required
- [ ] Cabinet closed, locks removed and unit left in automatic
  Covers and panels refitted, locks removed by whoever hung them, water and power restored, unit left in auto and seen making output on a call.
  1 photo required
- [ ] Quarterly readings and faults logged to the unit record
  Controller readings, cylinder or tank condition, water side findings and any safety concern entered against the unit tag for the next round to compare.
  No photo required