

Makeup air unit (MAU) annual maintenance checklist

The annual makeup air 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 HVAC service lead, ideally with the kitchen exhaust balanced on the same visit. When: Once a year, before the heating season, so the burner is proven and the tempered-air delivery is set before cold outdoor air reaches the kitchen.

Heat section

- ☐ **Burner and heat exchanger inspected and combustion checked**
Direct-fired burner ports clean with an even flame, or indirect heat exchanger free of cracks and soot, gas pressure set per the rating plate. **2 photos required**
- ☐ **Discharge air temperature verified across the burner range**
Tempered supply temperature measured and compared against setpoint as the burner modulates, no cold spots or overshoot. **1 photo required**

Airflow and balance

- ☐ **Supply airflow measured against exhaust demand**
Delivered airflow read and compared against the total hood exhaust so the space stays slightly positive to neutral, not fighting the hoods. **2 photos required**
- ☐ **Building pressure checked at a door with the hoods running**
Space pressure confirmed with all exhaust on — doors swing and latch normally, no whistling gaps or backdrafting appliances. **1 photo required**

Mechanical

- ☐ **Fan bearings inspected for play and noise**
Bearings checked for shaft play and run listened to under load, greased per the schedule, set screws tight. **1 photo required**
- ☐ **Blower wheel and cabinet interior cleaned**
Wheel cleaned of grease buildup that throws it out of balance, drain pan and cabinet interior left clear. **1 photo required**

Controls

- ☐ **Full start-to-stop control sequence exercised**
Interlock, damper end-switch proving, burner enable and fan operation walked through in sequence, each step confirmed at the controller. **2 photos required**