

Makeup air unit (MAU) quarterly maintenance checklist

A quarterly makeup air 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 HVAC or kitchen-exhaust service tech on the quarterly rooftop round. When: Every quarter, run on the same visit as the kitchen exhaust fan so the supply-and-exhaust pair is checked together, not separately.

Air side and filters

- ☐ **Filters pulled and checked against the hood's demand**
Filter faces checked for grease loading and gaps at the racks, replaced when blinded, no air bypassing around a short filter. 2 photos required
- ☐ **Intake hood and screen clear**
Outdoor intake screen free of leaves, lint and grease film, no exhaust discharge recirculating back into the intake. 1 photo required

Fan and drive

- ☐ **Belt tension and condition checked**
Belt free of glazing and cracking, correct deflection, sheaves aligned, no belt dust piled under the drive. 2 photos required
- ☐ **Motor and fan run observed**
Motor runs without overheating or odd bearing noise, fan wheel free of grease buildup and turning true. 1 photo required

Dampers and interlock

- ☐ **Outside-air damper cycled through full travel**
Blades driven fully open and closed, linkage tight, actuator following the command with no stall. 2 photos required
- ☐ **Exhaust interlock proven by switching the hood on**
MAU proves and starts when the kitchen exhaust fan is energized and stops when it stops, watched at the unit and not assumed. 1 photo required