READY TO INSPECT — FIELD CHECKLIST

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.

Running checks

- [ ] Discharge temperature read against setpoint on the running unit
  Leaving-air temperature at the controller or with a probe compared with its setpoint in the current mode, a spot check ahead of the annual test across the burner range.
  1 photo required
- [ ] Burner light-off and flame watched on a heat call, gas units
  On direct or indirect gas units, ignition, flame proving and a steady, even flame watched through the sight port on a heat call; electric heat units skip this.
  No photo required
- [ ] Every MAU feed locked and tagged before doors open
  Separate electric heat included, gas shut and tagged on gas units, start tried; powered checks run under the procedure's temporary release (clear, guards on, locks off by their owner), then re-locked.
  1 photo required

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
- [ ] Freeze protection sensor and setpoint checked
  Low-limit sensor mounted in the discharge airstream and its setting matched to the controls drawing or manual, on units fitted with one; the trip test is on the annual.
  No 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.
  No photo 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
- [ ] Fan bearings greased to the manufacturer's schedule
  Grease fittings given the type and amount in the manual with purged grease wiped off, sealed bearings left alone, and any roughness felt by hand reported.
  No 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

Return to service

- [ ] Doors latched, guards on and locks removed by their owner
  Access doors latched, belt guard refastened, each lock and tag removed by the tech who hung it, and the gas valve reopened on gas units.
  1 photo required

- [ ] Unit control left in auto so the hood interlock governs
  Hand-off-auto selector or drive keypad returned to auto, not left in hand where the unit runs without the hood, and the unit seen running again before the tech leaves.
  No photo required

- [ ] Quarterly findings and parts needed sent to the owner
  Filter loading, belt wear, burner observations and the discharge reading sent to the owner, with parts needed ahead of the annual heat-season service.
  No photo required