

Radiant heating manifold annual maintenance checklist

The annual radiant heating manifold 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 (mechanical code), manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The hydronic service lead on the annual heating service before the season. When: Once a year ahead of the heating season, paired with the boiler service so the whole loop is down at once.

Purge and flush

- ☐ **Each loop isolated and purged clear of air and debris**
Loops purged one at a time to the drain until the water runs clear and air-free, isolation and purge valves operating without seizing. **2 photos required**
- ☐ **System water and treatment checked**
Fill water and treatment confirmed against the manufacturer's guidance, no visible rust or sludge in the purge stream, glycol condition logged where used. **1 photo required**

Actuators and circulator

- ☐ **Every actuator removed, seat checked and re-cycled**
Actuators pulled and the valve pins move freely by hand, seats clean, actuators reseated and confirmed cycling on a call. **1 photo required**
- ☐ **Circulator and mixing valve exercised through range**
Pump runs smooth with no bearing noise, mixing valve driven through its range and holding the supply temperature it targets. **1 photo required**

Balance

- ☐ **Manifold rebalanced to the loop schedule after purging**
Each flow meter set to its scheduled flow with the system hot and running, settings recorded on the manifold log, no loop left starved. **2 photos required**