

# Unit heater annual maintenance checklist

The annual unit heater 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 tech, with a gas fitter's combustion check on gas-fired units. When: Once a year ahead of the heating season, so the burner, flue and safeties are proven before the units run unattended all winter.

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## Heat source

- ☐ **Gas burner, heat exchanger and combustion inspected**  
Heat exchanger checked for cracks and corrosion, burner ports clean, combustion and gas pressure verified against the rating plate on gas units. 2 photos required
- ☐ **Hydronic coil and connections serviced where fitted**  
Coil clear of air and debris, no weeping at unions or the control valve, heat output confirmed after purging on hydronic units. 1 photo required

## Venting on gas units

- ☐ **Flue and draft hood inspected end to end**  
Vent connector pitched up, joints sound and corrosion-free, draft hood clear, spillage checked at the hood with the unit firing. 2 photos required

## Mechanical and controls

- ☐ **Fan motor and bearings serviced**  
Motor bearings checked for play and noise, lubricated per the schedule, fan blade clean and balanced, mounting hardware retightened. 1 photo required
- ☐ **Safety limits and controls tested**  
High-limit, fan control and any flame-safety or lockout function exercised, unit shuts down correctly on a simulated fault. 2 photos required