

Unit heater quarterly maintenance checklist

A quarterly unit heater 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 facilities tech on the quarterly round through the warehouse and mechanical spaces. When: Every quarter, with a pass just before the heating season so a dead unit heater is found before the space it serves freezes.

Heat and air delivery

- ☐ Heat proven by calling the unit on
Thermostat driven up, gas unit lights or hydronic valve opens, warm air felt at the discharge louvers within the normal delay. 2 photos required
- ☐ Discharge louvers aimed and unobstructed
Louvers set to throw the air where it's needed, nothing hung or stacked in front of the discharge. 1 photo required

Fan and mounting

- ☐ Fan and motor run checked
Propeller or blower turns freely and quietly, motor not overheating, guard in place and clear of debris. 1 photo required
- ☐ Hangers, rods and brackets checked for movement
Suspension hardware tight, no swaying or vibration walking the unit, isolators intact where fitted. 2 photos required

Clearances and controls

- ☐ Clearance to storage and combustibles maintained
Required clearances kept below and around the unit, no pallets, boxes or racking encroaching on the heater or its vent. 2 photos required
- ☐ Thermostat response verified
Unit starts and stops on the thermostat call, setpoint matches what the space needs, no unit left running against a dead stat. 1 photo required