

VAV terminal unit annual maintenance checklist

The annual VAV terminal unit 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 balancing or controls tech on the annual, coordinating with the building automation system. When: Once a year, tied to the air-side service so the box calibration is verified against a known supply pressure at the air handler.

Airflow calibration

- ☐ **Flow sensor calibrated and min/max verified**
Controller airflow reading checked against a balancing instrument, minimum and maximum setpoints confirmed and reset to the design schedule. 2 photos required
- ☐ **Damper control response tuned**
Box driven through a full call and observed settling without hunting, actuator timing and control loop behaving across the range. 1 photo required

Reheat coil and valve

- ☐ **Reheat coil cleaned and airside checked**
Coil face inspected and cleaned, fins straight, no leaks at the connections, condensate path clear where applicable. 2 photos required
- ☐ **Hot-water valve and actuator serviced**
Two-way or control valve stroked full range, actuator seating and opening, coil bled of air, electric heat elements and limits tested where fitted. 1 photo required

Controller and sound

- ☐ **Controller points and BAS mapping verified**
Space temperature, airflow and command points matching the BAS graphic, occupied and unoccupied modes proven, no overrides left in place. 1 photo required
- ☐ **Box checked for excessive noise at high flow**
Box driven to maximum airflow and listened to at the diffusers, no roar, whistle or damper chatter carrying into the space. 1 photo required