READY TO INSPECT — FIELD CHECKLIST

# VAV terminal unit quarterly maintenance checklist

A quarterly VAV terminal 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 controls or mechanical tech on the quarterly zone round, working off the ladder above the ceiling. When: Every quarter, grouped by floor so a tech opens a run of ceiling tiles once and hits every box on the zone.

## Before the climb

- [ ] Zone trend reviewed before the round
  Zone temperature, airflow and damper command trended since the last round, boxes pinned at maximum, minimum or full heat flagged for a closer look.
  No photo required

- [ ] Ceiling access set up and space protected
  Ladder on firm footing, tiles lifted clear of sprinkler heads and fixtures, furniture below covered, nothing left resting on the grid, tubing or wiring.
  No photo required

- [ ] Box tag matched to the BAS and the schedule
  Box label matches the BAS point name and the mechanical schedule tag, so every reading and finding lands on the right box.
  1 photo required

## Damper and actuator

- [ ] Damper strokes full open to full closed
  Actuator driven through its range from the controller, damper blade following without binding or lag, no slipping shaft coupling.
  2 photos required

- [ ] Actuator linkage and end stops checked
  Linkage tight on the shaft, actuator reaching both end positions, no chatter or hunting at the stops.
  1 photo required

## Airflow and reheat

- [ ] Inlet flow sensor and tubing intact
  Flow ring pickup clean, sensing tubing connected at both ports with no kinks or disconnected legs, controller reading a live airflow.
  1 photo required

- [ ] Reheat call produces warm air where fitted
  Heat commanded from the controller, hot-water valve opening or electric stages energizing, discharge warming with no nuisance high-limit trip.
  No photo required

- [ ] Airflow read against the balance schedule
  Controller airflow at minimum and maximum compared with the balance schedule or the BAS trend, boxes well off the schedule flagged for the annual calibration.
  1 photo required

- [ ] Discharge air matches supply with no heat call
  With no heat call, discharge air reads at supply temperature, so no valve is leaking by or electric stage stuck on. Cooling-only boxes answer the same way.
  1 photo required

- [ ] Box released to auto after the checks
  Forced damper, airflow and heat commands cleared at the controller and BAS, no occupant or tech override left, box back on its own schedule.
  1 photo required

## Casing and supports

- [ ] Casing seams and duct connections sealed
  Inlet and discharge duct joints tight, casing seams and access door gasket sealing, no audible leak or liner insulation hanging loose.
  1 photo required

- [ ] Box hangers and flex connections secure
  Box hung level on its rods or straps, no hanger resting on the ceiling grid, flexible duct not kinked or sagging at the outlets.
  1 photo required

## Filter and enclosure

- [ ] Inlet filter present and clean where fitted
  On fan-powered boxes the filter sits on the plenum inlet, never the primary inlet: media in place, within its change interval, not collapsed or bypassed.
  No photo required

- [ ] Access panels and ceiling closed after service
  Box access door latched, sensing tubing not pinched by the panel, every lifted ceiling tile replaced.
  1 photo required