

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.

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. 2 photos required

Filter and enclosure

- ☐ **Inlet filter present and clean where fitted**
Filter media in place and within its change interval, not collapsed or bypassed, no debris drawn onto the coil. 1 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