



Constant Air Volume (CAV) Unit Maintenance Checklist

9 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Inspect ductwork connections for air leaks
- ☐ Check unit casing and insulation for damage

Functional Checks

- ☐ Verify fixed damper position matches design airflow rate
- ☐ Measure supply airflow and compare to design specifications
- ☐ Test reheat coil valve or electric element operation
- ☐ Verify zone temperature sensor calibration

Cleaning & Housekeeping

- ☐ Clean airflow sensing elements where fitted

Safety Checks

- ☐ Check that fire dampers upstream and downstream are accessible for testing

Record Keeping

- ☐ Record measured airflow rate and supply temperature

Maintenance Frequency

Quarterly

- Verify airflow rate against design
- Check reheat operation

Annually

- Full airflow commissioning check
- Inspect reheat coil condition
- Verify controller calibration