



Fan Coil Valve 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

- ☐ Check the actuator is firmly coupled to the valve stem
- ☐ Inspect valve body and connections for leaks
- ☐ Check the actuator cable routing is tidy and not damaged

Functional Checks

- ☐ Verify the valve opens and closes in response to the controller signal
- ☐ Confirm the valve achieves full shut-off (no pass-by when closed)
- ☐ Check the coil temperature difference (delta-T) to verify flow
- ☐ Verify the room controller or thermostat is operational

Cleaning & Housekeeping

- ☐ Clean the associated strainer if fitted

Record Keeping

- ☐ Record valve condition, actuator operation, and any pass-by issues

Maintenance Frequency

Quarterly

- Spot-check actuator operation on a sample of FCU valves
- Investigate any pass-by complaints from occupants

Annually

- Check valve operation on all FCU valves
- Test full stroke
- Inspect for leaks
- Clean strainers
- Verify BMS signal response