



Fan Coil Unit (FCU) Maintenance Checklist

11 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 for water leaks around valve connections and coil headers
- ☐ Inspect electrical connections and fan capacitor where accessible

Functional Checks

- ☐ Check fan motor runs smoothly with no unusual noise or vibration
- ☐ Verify heating and cooling valves open and close on demand from the controller
- ☐ Confirm room thermostat or BMS controller is reading accurately

Cleaning & Housekeeping

- ☐ Remove and clean or replace the FCU filter
- ☐ Clean the condensate drip tray and check the drain is flowing freely
- ☐ Inspect the coil for dust buildup and clean with vacuum or compressed air

Safety Checks

- ☐ Verify isolating valves are accessible and labelled
- ☐ Ensure grille and casing fixings are secure

Record Keeping

- ☐ Record fan coil operational status and any issues found

Maintenance Frequency

Monthly

- Clean or replace filters
- Check condensate tray and drain

Quarterly

- Test valve operation
- Check fan motor bearings and current
- Clean coil surfaces

Annually

- Full service including coil deep clean
- Check electrical connections
- Verify BMS control signals
- Flush condensate system