



Mechanical Ventilation with Heat Recovery (MVHR) Unit 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 external intake and exhaust grilles are unobstructed
- ☐ Inspect ductwork connections for leaks or condensation

Functional Checks

- ☐ Check both supply and extract fans for noise, vibration, and correct operation
- ☐ Verify bypass damper operates correctly (summer bypass mode)
- ☐ Measure supply and extract airflow rates against design specification
- ☐ Verify frost protection heater or defrost cycle operates correctly in cold weather

Cleaning & Housekeeping

- ☐ Remove and replace or clean supply and extract air filters
- ☐ Inspect the heat recovery exchanger for dust buildup and clean if required
- ☐ Clean condensate drain tray and confirm drain is flowing freely

Safety Checks

- ☐ Ensure electrical isolation is accessible and labelled

Record Keeping

- ☐ Record filter condition, airflow rates, and heat recovery efficiency

Maintenance Frequency

Quarterly

- Clean or replace filters
- Check condensate drain
- Visual inspection of unit

Every 6 Months

- Clean heat exchanger
- Check bypass damper
- Verify airflow rates

Annually

- Full service including fan checks
- Frost protection test
- Efficiency measurement
- Ductwork inspection