



Packaged Rooftop Unit (RTU) 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 supply fan belts for tension and wear (belt-drive units)
- ☐ Inspect the casing, weatherproofing, and roof curb seal

Functional Checks

- ☐ Test compressor operation, current, and staging
- ☐ Confirm the economiser dampers and free-cooling operation work correctly
- ☐ Check the heating section operation (gas combustion or electric)
- ☐ Verify controls, setpoints, and any BMS interface

Cleaning & Housekeeping

- ☐ Check and replace air filters to maintain airflow and efficiency
- ☐ Inspect and clean evaporator and condenser coils
- ☐ Clear the condensate drain pan and trap

Safety Checks

- ☐ Verify refrigerant circuit performance and carry out F-Gas leak checks

Record Keeping

- ☐ Record temperatures, currents, refrigerant, and F-Gas data in the log

Maintenance Frequency

Quarterly

- Replace/clean filters
- Check belts and condensate
- Inspect coils and economiser

Every 6 Months

- Coil clean
- Refrigerant performance check
- Heating section service
- Controls verification

Annually

- Full service and F-Gas leak check
- Compressor and electrical checks
- Economiser calibration
- Weatherproofing inspection