



Variable Air Volume (VAV) Box 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

- ☐ Inspect damper blade and linkage for damage or binding
- ☐ Check ductwork connections for air leaks at the VAV box inlet and outlet
- ☐ Inspect insulation on the casing for damage

Functional Checks

- ☐ Verify damper actuator strokes fully open and fully closed
- ☐ Confirm minimum and maximum airflow setpoints match design specifications
- ☐ Check airflow sensor readings against a reference measurement
- ☐ Test reheat coil operation (where fitted) and verify valve or element function
- ☐ Verify zone controller communicates correctly with BMS

Cleaning & Housekeeping

- ☐ Clean the airflow sensing ports if accessible

Safety Checks

- ☐ Ensure the VAV box is labelled with zone identification

Record Keeping

- ☐ Record measured airflow and damper position for each zone

Maintenance Frequency

Quarterly

- Verify actuator operation
- Check airflow readings against BMS
- Inspect for duct leaks

Annually

- Full commissioning check of airflow limits
- Clean sensing ports
- Test reheat coil
- Verify BMS control loop calibration