

AHU Preventive Maintenance Checklist

Sample PPM checklist for Air Handling Units — HVAC

Site / Building: _____ Asset Ref: _____

Technician: _____ Date: _____

Maintenance Tasks

#	Task	Freq.	Done	Remarks
1	Inspect and clean supply/return air filters	M		
2	Inspect cooling coil fins for fouling or damage	M		
3	Check and clean condensate drain pan and trap	M		
4	Inspect fan belts for wear and correct tension	M		
5	Lubricate fan and motor bearings	Q		
6	Check fan blade condition and vibration	Q		
7	Test supply/return/fresh air damper actuators	Q		
8	Check electrical connections and motor terminals	Q		
9	Record supply/return air temperature and pressure	M		
10	Inspect BMS sensors and interlocks	A		
11	Clean unit casing and surrounding plant area	M		
12	Full annual overhaul — bearings, belts, coil clean	A		

Frequency key: W = Weekly, M = Monthly, Q = Quarterly, A = Annually

Sign-off

Role	Name	Signature	Date
Technician			
FM Supervisor			
Client / Witness			