



## Unit Ventilator Maintenance

Each year MIIA experiences significant property losses arising from unit ventilators. This is both a frequency and severity issue which has become a high priority for MIIA Risk Management. Below we have outlined a series of Best Practices and checklist items related to unit ventilator inspection and maintenance. For more in-depth details, please refer to the manufacturer's maintenance recommendations for your specific unit ventilator brand.

In addition to this guidance, please review MIIA Grants and MIIA Rewards for specific incentives related to these enhanced unit ventilator inspection and maintenance recommendations.

### Best Practices Checklist

#### Monthly

- Listen for noise coming from the unit – this might be an indication of a bearing problem
- No furniture or storage on, or within, 18"
- Check filters
- Inspect intake box for debris
- Check in with regular occupants of the rooms with unit ventilators
  - Do the heating/cooling units work for them?
  - Do they hear or smell anything unusual with the system?
  - Does the system take a long time to reach it's intended temperature?
- Winter - Inspect units with a thermography camera for cold air intrusion (See MIIA Grants for thermography camera grant)

#### Semi-Annually (Critical in Fall going into Winter)

- Inspect interior for debris, clean as necessary
- Check damper linkages to ensure proper alignment
- Check outside dampers – do they close and seal properly?
- Inspect belts for cracks or fraying
- Lubricate motors and fan shafts per manufacturer's specifications
- Inspect traps and control components

***Please refer to MIIA Rewards for a sample Unit Ventilator Checklist provided to us by a MIIA member. This should be used for submission for MIIA Rewards credit.***