

Routine maintenance of unit ventilators should include the following:

- 1 Turn off power to the unit
- 2 Pull out and change the filter – replace in the correct orientation after cleaning (as needed)
- 3 Clean intake and exhaust vents (as needed)
- 4 Clean drip pans and condensation drain lines (every three months)
- 5 Clean coils (every six months)
- 6 Clean all accessible areas of the unit's interior (annually)
- 7 Ensure the Freeze Stat is working, adjusted correctly and the Freeze Stat capillary is installed properly (annually)
- 8 Ensure fresh air damper linkage is functioning (annually)
- 9 Oil motor and bearings (follow the manufacturer's recommendations)
- 10 Check all shutoff valves that supply the unit (annually)
- 11 Insulate pipes that run in and out of the unit
- 12 Check air intake at the ground level on the exterior of the building for water leaks

