READY TO INSPECT — FIELD CHECKLIST

Air compressor quarterly maintenance checklist

A quarterly air compressor round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The mechanical or maintenance tech on the quarterly round. When: Every quarter, heavier on a hard-run unit: the tank drain and the belt are where wear shows first.

Lockout and stored pressure

- [ ] Lock and tag hung at the compressor disconnect
  Disconnect opened, lock and tag applied under the site's procedure, unit tried from its pressure switch and control and stays stopped before the guard comes off.
  1 photo required

- [ ] Receiver pressure read before any fitting is opened
  Gauge reading noted, and any filter bowl, drain or fitting to be opened is isolated and bled to zero first. Guard and intake work never loosens anything on the pressure side.
  1 photo required

Drive and intake

- [ ] Belt tension and drive guard in place
  Belt deflection checked by hand against the manufacturer's range, no glazing or cracking on the belt faces, guard bolted over the belt and flywheel before the unit is left running.
  No photo required

- [ ] Intake filter checked and cleaned
  Element pulled and inspected for dust loading, housing seated with no unfiltered gap drawing shop dust straight into the pump.
  1 photo required

- [ ] Drive checked: pulleys and belts, or the coupling alignment
  Belt drive: pulleys in line against a straightedge, set screws and keys tight. Direct drive: coupling aligned and its insert sound. No wobble or fretting at either hub.
  1 photo required

- [ ] Cooling surfaces clear: head fins, or oil cooler and aftercooler cores
  Head and cylinder fins, or the oil cooler and aftercooler cores on other types, and the motor fan inlet free of dust and oil film so the unit sheds heat as designed.
  1 photo required

- [ ] Guard refitted and lock removed by the person who hung it
  Belt or coupling guard bolted in place, tools cleared from the base, lock and tag taken off by their owner before the unit is restarted.
  1 photo required

Oil and leaks

- [ ] Oil level read at the sight glass
  Level within the marked range with the unit stopped and level, oil clear rather than milky or dark.
  No photo required

- [ ] Pump and fittings checked for oil and air leaks
  No oil weeping at the base or head, no audible air leak at the tank fittings, unloader or discharge line while pressurized.
  1 photo required

Tank and cycle

- [ ] Receiver tank drained of condensate
  Manual drain opened at the tank bottom until it blows clear, automatic drain confirmed cycling where fitted, standing water noted since it points to a passing or blocked drain.
  2 photos required

- [ ] Compressor loads and builds to cutout
  Unit loads, builds pressure and cuts out at the switch setting without laboring or short-cycling, then holds pressure with the motor off.
  1 photo required

- [ ] Receiver gauge readable and relief valve tagged
  Gauge face clear and the needle not stuck, relief valve fitted with its set-pressure tag legible, not painted over, plugged or capped.
  1 photo required

Air treatment and record

- [ ] Air dryer dewpoint and drain checked where fitted
  Dryer running with its dewpoint indicator in the manufacturer's range, condensate drain cycling and clear. Units with no dryer are noted as such.
  No photo required

- [ ] Line filter bowls bled down and elements checked
  Each filter isolated and bled to zero at its drain before the bowl comes off, element checked for loading or oil, replaced when loaded, bowl drain left clear.
  No photo required

- [ ] Round findings logged against the compressor tag
  Cutout pressure, oil condition, water drained and any deferred work entered on the compressor's record so next quarter starts from this one.
  No photo required