

Air-cooled condensing unit annual maintenance checklist

The annual condensing unit service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The licensed refrigeration tech on the annual, the only one touching the refrigerant circuit. When: Once a year at cooling-season startup, so the coil clean, the charge check and the electrical service all happen before the unit is leaned on.

Coil and airflow

- ☐ **Condenser coil deep-cleaned through the rows**
Coil cleaned through the full depth with the correct cleaner and pressure, debris flushed from between the rows, fins combed straight afterward. **2 photos required**

Refrigerant side

- ☐ **Refrigerant charge verified by measurement**
Charge confirmed by subcooling or superheat per the unit's method rather than a gauge glance, readings compared against the manufacturer's target for the conditions. **2 photos required**
- ☐ **Refrigerant circuit leak-checked**
Connections, service ports and coil checked for oil staining or leaks, any suspected leak confirmed with a detector, no signs of past top-offs masking a leak. **1 photo required**

Electrical and compressor

- ☐ **Contactors, relays and wiring serviced**
Contactor points inspected for pitting and burning, connections tightened, no discolored or brittle wiring, capacitors within tolerance where fitted. **2 photos required**
- ☐ **Compressor and motor readings within nameplate**
Compressor and fan-motor amp draw read against nameplate, crankcase heater working where fitted, no unusual start behavior or noise. **1 photo required**