READY TO INSPECT — FIELD CHECKLIST

Air-cooled condensing unit quarterly maintenance checklist

A quarterly condensing unit 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 refrigeration or mechanical tech on the quarterly round at the pad or roof curb. When: Every quarter through the cooling season, before the hottest stretch so a dirty coil is caught before it drives the head pressure up.

Condenser coil

- [ ] Coil face and fins checked for fouling
  Coil rinsed or brushed clear of debris on all faces, fins not matted or bent flat, no cottonwood or grass packed between the rows.
  2 photos required
- [ ] Coil guard and louver panels intact
  Wire guard or louver panels in place over every coil face, not crushed into the fins, fasteners present and nothing wedged between guard and coil.
  1 photo required
- [ ] Coil tube ends and headers checked for corrosion
  Return bends, header joints and tube sheets free of white or green corrosion, fins still bonded to the tubes along the bottom rows nearest the pad.
  1 photo required

Fan and motor

- [ ] Condenser fans running clean and balanced
  Each fan starting and running smoothly, blades intact and not bent, no wobble, scraping or bearing noise, motor not running hot.
  1 photo required
- [ ] Fan cycling or head-pressure control responding
  Fan staging or head-pressure control behaving with load, fans cycling as expected rather than one stuck off or running continuously.
  1 photo required
- [ ] Fan guard secure over each discharge
  Top or front fan grille fastened at every mount, no broken wires a hand could pass through, nothing resting on the guard or blocking the discharge.
  1 photo required

Clearances and cabinet

- [ ] Airflow clearances maintained around the unit
  Manufacturer's service and airflow clearances kept clear, no landscaping, fencing or stored material choking intake or discharge, no short-cycling of hot discharge air.
  2 photos required
- [ ] Cabinet, panels and mounts sound
  Panels in place and fastened, no corrosion perforating the cabinet, unit level and secure on the pad or curb with isolators intact.
  1 photo required
- [ ] Pad or curb drainage clear of the base
  Water drains away from the unit, no pooling, ice or drifted snow against the base pan or the bottom coil rows, pad not settled or tipping toward the building.
  1 photo required

- [ ] Service disconnect in sight and enclosure sound
  Disconnect within sight of the unit, cover closed and latched, no rust-through or missing knockouts, conduit and whip fittings tight at both ends.
  1 photo required

Refrigerant lines and operation

- [ ] Service valve caps in place and line set supported
  Caps on every service valve and access port, line set clamped and not rubbing on the cabinet or roof, suction line insulation intact back to the wall.
  1 photo required
- [ ] Refrigerant joints checked by eye for oil staining
  Brazed joints, flare nuts and valves dry with no oily dust; any staining is photographed and passed to the certified refrigerant technician, and the circuit stays closed.
  1 photo required
- [ ] Compressor start and run observed on a cooling call
  Compressor pulls in without chatter, a hard-start hum or lights dimming, runs without knocking or rattling and stops cleanly when the call ends.
  No photo required
- [ ] Quarterly findings and follow-ups logged for the unit
  Coil condition, fan behavior and anything passed to the refrigerant technician entered against the unit so the annual starts from what this round found.
  No photo required