

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**

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**

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**