READY TO INSPECT — FIELD CHECKLIST

Dehumidifier annual maintenance checklist

The annual dehumidifier 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 IMC, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC service tech on the annual service. When: Once a year before the humid season, sized around the coil cleaning and the refrigerant or desiccant check the quarterly round can't reach.

Lockout and electrical

- [ ] Service history and last year's readings reviewed first
  Previous amps, airflow, humidistat offset and any refrigerant or wheel work looked over so this year's figures have a baseline to be compared against.
  No photo required

- [ ] Every power source feeding the unit locked and tagged
  Main feed and any separate reheat, reactivation heater or control circuit locked, tagged and tried. Test runs: panels on, tools clear, locks off by their owner, re-locked before hands go back in.
  1 photo required

- [ ] Electrical terminations checked for tightness and heat
  Terminals torque-verified or resistance-measured, re-torqued only where found loose, no heat discoloration on lugs, contactors or wiring insulation.
  1 photo required

Deep clean

- [ ] Coils cleaned and airflow restored
  Both coils cleaned with the appropriate cleaner and rinsed, fins combed, so heat exchange and the moisture-removal rate come back to where they belong.
  No photo required

- [ ] Condensate pan, trap and pump serviced
  Pan pulled and cleaned, trap cleared, condensate pump float and check valve tested, drain line flushed clear of slime.
  2 photos required

- [ ] Blower wheel, motor and bearings cleaned and checked
  Wheel cleaned on both blade faces, motor cooling openings clear, shaft checked for play, bearings greased to the manufacturer's schedule or noted as sealed.
  1 photo required

Refrigeration or desiccant

- [ ] Desiccant wheel media and seals serviced on wheel units
  Wheel units only: media cleaned by the manufacturer's method, checked for chips or contamination, perimeter and divider seals inspected and renewed where worn.
  No photo required

- [ ] Refrigeration circuit or desiccant reactivation checked
  On a refrigerant unit, suction and head behavior and superheat observed for a low charge or restriction; on a desiccant unit, the reactivation heater, purge airflow and wheel drive checked so the desiccant is actually being dried and regenerated.
  2 photos required

- [ ] Refrigerant work left to a certified refrigerant technician
  Refrigerant units only: gauges, leak checks and any charge change handled by a certified refrigerant technician, amounts added or recovered entered on the refrigerant log.
  No photo required

Controls and airflow

- [ ] Humidistat calibrated and airflow measured
  Humidistat compared against a reference hygrometer and adjusted, airflow measured against the unit's rating, belt or blower checked so the design air is actually moving.
  2 photos required

- [ ] Motor and heater current read against the nameplate
  Compressor or wheel drive, blower and any heater current read under the site's energized-work procedure and its PPE, within the nameplate and against last year's reading.
  1 photo required

- [ ] Unit safety trip tested by the manufacturer's method
  Building operator told first. A safety the manufacturer allows testing, such as the pan overflow float, tripped on a running unit; it stops, shows the fault and resets. Nothing jumpered.
  1 photo required

- [ ] Humidity and alarm points checked at the building controls
  Where the unit reports to building controls, the humidity reading matches the local one and the tripped safety showed as an alarm at the front end.
  No photo required

Return to service

- [ ] Unit closed up and locks removed by whoever hung them
  Panels, filters and guards refitted, tools out of the cabinet, each lock removed by its owner, unit restarted and left in auto on its humidistat.
  1 photo required

- [ ] Service readings filed on the unit record for next year
  Amps, airflow, humidistat offset, wheel or refrigerant findings and deferred repairs entered against the unit so next year's service starts from this one.
  No photo required