

Dehumidifier quarterly maintenance checklist

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

Who runs it: The HVAC or maintenance tech on the quarterly round. When: Every quarter, heavier through the humid season when the unit runs hardest and the condensate side fouls fastest.

Air path

- ☐ **Filters checked and cleaned or replaced**
Filter pulled and checked for loading, cleaned or swapped, no bypass gap around a sagging or missing filter pulling dust onto the coil. **1 photo required**
- ☐ **Coils checked for cleanliness and frosting**
Cold coil clear of dust mat and lint, no ice or frost bridging the fins on a refrigerant unit, fins straight rather than flattened. **2 photos required**

Condensate

- ☐ **Condensate pan and drain checked flowing**
Pan draining with no standing water or biofilm, trap primed, drain line and any pump running to an air gap, float switch present where fitted. **2 photos required**

Controls and airflow

- ☐ **Humidistat setpoint and operation confirmed**
Space humidity read against the setpoint, unit runs on a call and pulls the space down, cuts out when satisfied rather than running continuously. **1 photo required**
- ☐ **Airflow across the unit confirmed**
Supply and return airflow present and unobstructed, blower running quietly, no collapsed flex or blocked grille starving the coil. **1 photo required**