READY TO INSPECT — FIELD CHECKLIST

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.

Access and lockout

- [ ] Space reading, setpoint and stored faults noted on arrival
  Unit found running on its normal control, space reading, setpoint and any stored fault codes on the display noted so the round starts from what the unit was doing.
  1 photo required

- [ ] Lock and tag applied at every feed to the unit
  Unit feed and any separate heater or control circuit locked, tagged and tried. For running checks: panels on, tools clear, locks off by their owner, re-locked if hands go back in.
  1 photo required

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.
  No photo required

- [ ] Cabinet interior and insulation checked for moisture damage
  Liner and insulation dry and intact past the coil, no mold growth, no rust or standing water in the cabinet base, access panel gaskets sealing.
  1 photo 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

- [ ] Condensate line walked for sags, leaks and staining
  Line supported with steady fall to where it ends, no sag holding water, joints dry, no stained ceiling tile or wet floor along the run.
  1 photo required

Refrigeration or desiccant

- [ ] Reheat coil or reactivation air path clear for its type
  Refrigerant units: condenser or reheat coil face clean and unblocked. Desiccant units: reactivation intake and wet-air discharge open, screens clear, duct joints sealed.
  1 photo required

- [ ] Desiccant wheel face, seals and belt looked over on wheel units
  Wheel units only: media face clean with no chips or glazing, perimeter and divider seals touching the wheel, drive belt seated and not cracked.
  No photo required

- [ ] Refrigerant piping checked for oil stains and rub points
  Refrigerant units only: no oil staining at joints, service ports capped, no line rubbing a panel edge. Any leak sign goes to a certified refrigerant technician.
  No photo required

Controls and airflow

- [ ] Panels closed and locks removed by the person who hung them
  Filter and access panels refastened, tools out of the cabinet, each lock and tag removed by its owner, unit restarted on its humidistat for the running checks.
  1 photo required
- [ ] 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
- [ ] Entering and leaving air read for a drier, warmer discharge
  Temperature and humidity read at the return and supply with a hygrometer, leaving air drier and warmer, the spread compared with last quarter's reading.
  1 photo required
- [ ] Readings and deferred work entered on the unit record
  Space humidity, entering and leaving readings, condensate condition and anything deferred entered against the unit so the next round has a comparison.
  No photo required