

Evaporative cooler annual maintenance checklist

The annual evaporative cooler 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 (mechanical code), manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC service lead at the seasonal start-up or winterizing service. When: Once a year at start-up or shutdown, when the sump can be drained and the media pulled without taking cooling away on a hot day.

Media service

- ☐ Media inspected, cleaned or replaced
- Media replaced when scaled, collapsed or fouled; if reused, cleaned to an even, open face that wets uniformly on start-up.
- 2 photos required

Water system

- ☐ Sump drained, descaled and pump serviced
- Sump emptied and scrubbed free of scale and biofilm, pump strainer clean, float and bleed reset, no leaks at fittings.
- 2 photos required
- ☐ Supply, drain and bleed verified through a full fill cycle
- Unit filled, level holding, distribution wetting the media evenly, bleed running to drain, no overflow at the sump.
- 1 photo required

Seasonal changeover

- ☐ Unit drained and secured for the off-season where applicable
- At shutdown the sump, supply line and pump fully drained ahead of freezing, panels closed, no standing water left in the cabinet.
- 1 photo required