READY TO INSPECT — FIELD CHECKLIST

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.

Records and lockout

- [ ] Plan's start-up or shutdown steps reviewed with the owner
  Beyond the quarterly record check: the water management plan's cleaning, disinfection and drain-down steps for this unit reviewed and the season's records complete.
  No photo required

- [ ] Every source feeding the unit locked and tagged for the service
  Blower, pump, controls and any sump heater locked by each worker. Before run checks: refilled, guards on, people clear, locks removed by whoever hung them; re-lock before hands go in.
  1 photo required

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.
  No photo required

- [ ] Distribution header or spray nozzles flushed and cleared
  Deeper than the quarterly flow look: header or nozzles removed or flushed, every hole and orifice cleared of scale, then refitted level over the media.
  1 photo required

Blower and heat exchanger

- [ ] Blower wheel, bearings and shaft serviced
  Wheel clean and tight on the shaft, bearings lubricated per the manufacturer or checked for play if sealed, housing free of scale and corrosion.
  1 photo required

- [ ] Indirect heat exchanger passages inspected and cleaned
  On indirect units, the wet and dry passages of the heat exchanger inspected and cleaned per the manufacturer, no scale or growth bridging the passages.
  No photo 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

- [ ] Fill valve and level control serviced
  Float seat and arm, or fill solenoid and level probes, cleaned and free of scale and wear, fill shutting off tight at the set level; worn parts replaced.
  1 photo required

- [ ] Disinfection step in the water management plan recorded
  Where the plan calls for disinfecting the sump and wetted section, the product, contact time and flush recorded by whoever did it.
  No photo 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

- [ ] Bleed-off rate or control setting checked against the manufacturer
  Bleed flow timed or metered and set to the manufacturer's rate for the local water, or the conductivity setpoint or dump timer checked; beyond the quarterly flow look.
  1 photo required

- [ ] Pump and blower motor current read against the nameplate
  Read on the temporary release under the site's energized-work procedure and its PPE, each motor within nameplate and near last year's reading.
  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.
  No photo required

- [ ] Guards on, locks removed and unit left in its seasonal mode
  Guards and panels on, locks removed by the person who hung them, unit run and left in auto for the season, or left off and drained as the owner directs.
  1 photo required

- [ ] Service findings and settings reported to the owner
  Media replaced, bleed rate set, motor readings and any disinfection sent to the owner and recorded against the water management plan.
  No photo required