

Evaporative cooler quarterly maintenance checklist

A quarterly evaporative cooler 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 (mechanical code), 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 through the cooling season. When: Every quarter while the unit is running, because scale and biofilm build fast in warm standing water and a dry patch of media cools nothing.

Media and water distribution

- ☐ Media fully and evenly wetted with no dry streaks
Water sheeting evenly across the full face of the media, no channeling or dry lanes, media not collapsed, scaled or rotted. 2 photos required
- ☐ Distribution header and holes flowing clear
Every distribution hole or slot passing water, header not scaled shut, spray or trickle even across the top of the media. 1 photo required

Sump and bleed

- ☐ Sump clean and float set to the right level
Sump free of sediment and biofilm, float valve holding level below the overflow, pump submerged and priming. 1 photo required
- ☐ Bleed or blowdown flowing to drain
Bleed line open and running to an approved drain, not capped or kinked, sump not visibly concentrating or crusting. 2 photos required

Air side

- ☐ Drift eliminators and airflow clear
No water carrying past the eliminators onto the roof or wall, blower moving air, no scale or debris choking the discharge. 1 photo required