READY TO INSPECT — FIELD CHECKLIST

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.

Records and lockout

- [ ] Water management plan and treatment records reviewed
  The site's water management plan covers this unit, and treatment, cleaning and any bacteria results since the last round show action on each out-of-range result.
  No photo required

- [ ] Blower, pump and controls locked and tagged before panels open
  Every source feeding the unit locked by each worker. For run checks: panels on, people clear, locks removed by whoever hung them, run, re-locked before hands go back in.
  1 photo required

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.
  No photo 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

- [ ] Wetted section sealed so air cannot bypass it
  Media pads or spray chamber sealed to the casing, no gaps at the edges, between pads or at access panels where air skips the wetted section.
  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

- [ ] Pump intake screen, housing and cord or conduit checked in the sump
  Intake screen free of scale, slime and debris, pump housing not cracked, cord or conduit and its connection intact and kept clear of the water line.
  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

- [ ] Water treatment or scale control device checked
  Where the plan calls for a treatment feed, softener or scale control device, it is supplied, in service and not run dry.
  No photo required

Air side

- [ ] Blower drive checked: belt and sheaves, or direct-drive mount
  Belt not cracked or glazed, tension in the manufacturer's range and sheaves aligned, or the motor mount and wheel set screws tight; worn belts replaced.
  1 photo required
- [ ] 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
- [ ] Entering and leaving air temperatures read and compared
  Temperature drop across the unit compared with last season's readings at similar outdoor conditions, a weak drop flagged for media, wetting or airflow.
  1 photo required

Return to service

- [ ] Panels on, locks removed and unit left running in auto
  Access panels and guards back on, locks removed by the person who hung them, unit restarted and left under its controls, not in hand.
  1 photo required
- [ ] Scale, biofilm and wear findings reported to the owner
  Dry media, scaled headers, biofilm, drive wear and a weak temperature drop reported to the owner and noted against the water management plan.
  No photo required