READY TO INSPECT — FIELD CHECKLIST

Commercial ice machine annual maintenance checklist

The annual ice machine 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 manufacturer's published instructions, the applicable health and safety code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The refrigeration service tech on the annual service visit. When: Once a year. The descale is what keeps mineral off the evaporator so cubes still release cleanly and full.

Shutdown and lockout

- [ ] Kitchen told of the downtime and ice use from the bin stopped
  Kitchen manager told how long the machine is down, backup ice arranged, and staff told not to scoop from the bin until it is cleaned, sanitized and making ice again.
  No photo required

- [ ] Every supply locked out before the panels come off
  Machine and remote condenser power locked, tagged, proven dead. Powered checks (descale, sanitize, harvest, output, amps): covers on, people clear, locks off by whoever hung them, re-locked.
  1 photo required

Descale and evaporator

- [ ] Full nickel-safe descale run through the water circuit
  Approved descaler cycled per the instructions, evaporator and distributor rinsed clear of mineral, no scale left at the cube pockets.
  2 photos required

- [ ] Water distribution even across the evaporator
  Every pocket filling evenly during freeze, distributor holes clear, no dry spots leaving partial cubes.
  No photo required

- [ ] Water circuit and level control checked after descale
  Float or probe clean and controlling the fill, and where fitted the water pump at full flow with a clear impeller and the purge or dump valve seating without leak-by.
  1 photo required

Harvest and production

- [ ] Harvest cycle observed start to finish
  Cubes release clean and complete, harvest not dragging, hot-gas valve and thickness sensor responding correctly.
  No photo required

- [ ] Daily production measured against the rating
  A weighed or timed batch checked against the nameplate output for the incoming water temperature, shortfall investigated.
  1 photo required

- [ ] Bin full control proven to stop ice production
  Bin thermostat, curtain switch or level sensor tripped as the manufacturer describes, machine stopping at the end of the cycle and restarting once cleared.
  No photo required

Refrigeration and electrical

- [ ] Refrigerant circuit checked by eye for oil and rubbing lines
  Tubing, joints and service ports dry with no oily dust, no line rubbing the frame; any suspected leak or charge work goes to a certified refrigerant technician.
  1 photo required

- [ ] Compressor amps and supply voltage read against the nameplate
  Read during freeze under the site's energized-work procedure and PPE, within the nameplate range, condenser fan amps included where the unit has one.
  1 photo required

- [ ] Wiring, contactor and terminals inspected once re-locked
  With the machine re-locked, contacts, terminals and harness checked for heat marks, chafe and water tracking, connections checked tight with any loose ones tightened.
  1 photo required

Sanitation and housekeeping

- [ ] Full sanitize of bin, water path and components
  Sanitizer run through the water circuit and bin per the instructions, all removable parts cleaned, gasket sound.
  1 photo required

- [ ] Clearances kept clear around the unit
  No storage crowding the condenser intake, service side accessible, drain line routed with an air gap.
  1 photo required

- [ ] Locks removed and the first harvests dumped after sanitizing
  Panels and covers on, locks removed by whoever hung them, machine making ice again, and the first harvests after the sanitizer discarded rather than served.
  No photo required

- [ ] Annual results and output reported to the kitchen and owner
  Kitchen told when ice is safe to use, and the descale, amp readings, measured output and any refrigerant referral filed against the machine for next year.
  No photo required