

# Commercial ice machine quarterly maintenance checklist

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

Who runs it: The refrigeration or kitchen-equipment tech on the quarterly round. When: Every quarter. In a busy kitchen the air filter loads and the bin grows slime well before anyone calls it in.

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## Condenser and airflow

- ☐ **Air-cooled condenser coil and air filter cleaned**  
Coil fins clear of grease and lint, air filter washed or replaced, intake and discharge clearances open. 2 photos required
- ☐ **Head pressure and cabinet run temperature normal**  
No overheating cabinet, condenser fan cycling correctly, no sign of the unit laboring after cleaning. 1 photo required

## Water system

- ☐ **Water filter changed on schedule**  
Cartridge replaced per its interval, date logged on the housing, inlet valve holding without weeping. 1 photo required
- ☐ **Water leaks checked at supply, machine and drain**  
No drips at the inlet fitting or pump, no puddle under the head, drain flowing and not backing up. 2 photos required

## Bin and sanitation

- ☐ **Bin, chute and door sanitized**  
Bin interior and door gasket cleaned and sanitized, no slime or pink film at the water line, drain screen clear. 2 photos required