READY TO INSPECT — FIELD CHECKLIST

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.

Before the work

- [ ] Kitchen staff told and a backup ice source arranged
  Kitchen manager told when the machine goes down and for how long, ice use from this bin stopped, and a backup source arranged so no one scoops during cleaning.
  No photo required
- [ ] Lockout and tag applied before any panel comes off
  Machine and any remote condenser supply locked, tagged and proven dead; for the run check, panels on and people clear, locks removed by whoever hung them, then re-locked.
  1 photo required

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.
  No photo required
- [ ] Water-cooled or remote condenser checked for its type
  Water-cooled: regulating valve modulating and no flow to drain with the machine off. Remote: outdoor coil clear and its fan running with the machine.
  No photo 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.
  No 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
- [ ] Water reservoir and level control checked for scale and slime
  Trough or reservoir, float or probe, and distributor where fitted viewed for mineral and slime, buildup ahead of the cleaning interval noted so the owner can shorten it.
  1 photo required
- [ ] Drains end above the floor sink with a clear air gap
  Bin and machine drain lines ending above the floor sink rim, not pushed below it or taped to it, lines sloped and vented, no slime at the outlets.
  1 photo required

Bin and sanitation

- [ ] Bin emptied and the ice discarded before cleaning
  All ice removed from the bin and thrown out, not bagged for later service, bin shown empty before any cleaner or sanitizer goes in.
  1 photo required

- [ ] Sanitizer label checked as approved for food contact
  Sanitizer approved by the machine manufacturer for food-contact surfaces, mixed to the label strength, and used only after any scale remover is rinsed away.
  1 photo required
- [ ] 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
- [ ] Bin door closes fully and its gasket seals
  Door or slide closing and latching without a gap, gasket seated and not torn or hardened, hinges and handle intact, no condensation dripping at the door edge.
  1 photo required

Return to service

- [ ] Machine restarted and the first harvest discarded
  Panels on, locks removed by whoever hung them, machine restarted and making ice, and the first batch after sanitizing dumped so no ice made during cleaning is served.
  No photo required
- [ ] Kitchen staff told the machine is back and findings logged
  Kitchen manager told when ice is safe to use again, with the filter date and anything found for the owner entered against the machine.
  No photo required