READY TO INSPECT — FIELD CHECKLIST

Ductless mini-split annual maintenance checklist

The annual ductless mini-split 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 IMC, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC service tech on the annual, with the heads opened up and gauges on the system where needed. When: Once a year, deep enough to reach the buildup on the blower wheel and coil that the quarterly filter change never touches.

Shutdown and protection

- [ ] Lock and tag applied before any head cover comes off
  Each circuit feeding the outdoor unit and heads locked and proven dead; heads closed up, the charge check run under the procedure's temporary release (locks off by their owner), then re-locked.
  1 photo required

- [ ] Wash bag and floor cover rigged under the head
  Room occupant told first, coil cleaning bag fitted to drain into a bucket, wall and floor below covered, and electronics in the head shielded from the rinse water.
  No photo required

Deep cleaning

- [ ] Blower wheel and indoor coil cleaned
  Head opened, blower wheel and coil cleaned of biofilm and dust, a cleaning that restores airflow rather than just swapping the filter.
  2 photos required

- [ ] Condensate line flushed clear
  Full drain line flushed and confirmed flowing, pump reservoir and float cleaned, trap or check verified where fitted.
  1 photo required

Refrigerant and charge (awareness)

- [ ] System charge and operation checked against the data plate
  Operating pressures and temperatures read where the system allows, compared against the manufacturer's charging data, a low reading treated as a leak to find rather than a top-off.
  1 photo required

- [ ] Line-set connections and insulation inspected
  Flare and connection points checked for oil residue that signals a leak, insulation resealed at the wall penetration and any exposed run.
  1 photo required

- [ ] Flare joints tested with a detector at each head
  Beyond the look for oil, flare nuts behind each head and at the outdoor service valves tested with an electronic detector or bubble solution.
  1 photo required

- [ ] Flare repairs and charge changes handed to a certified tech
  Flare remakes, recovery and any charge weighed in done by a certified refrigerant technician, noting which head's line set was worked on and the refrigerant used in the system log.
  No photo required

Electrical and mounting

- [ ] Electrical connections and disconnect checked
  Whip and terminal connections tight at the outdoor unit, disconnect intact, no heat discoloration at the lugs.
  1 photo required

- [ ] Interconnect terminals checked inside each head
  With the circuits re-locked and proven dead, power and communication wires tight at the head's terminal block, no heat marks, chafing or water tracking along the cable.
  1 photo required

- [ ] Mounting, brackets and clearances verified
  Wall bracket and outdoor pad or stand secure, head level so the pan drains, clearances around the condenser maintained.
  1 photo required

Return to service

- [ ] Covers refitted, locks cleared and system restarted
  Head covers, filters and front panels back on, locks removed by the person who hung them, and each head run in heat and cool until it settles.
  No photo required
- [ ] Supply and return temperatures measured at each head
  Thermometer readings at the return and supply of every head in cooling, the split compared with last year's so a head losing capacity stands out.
  1 photo required
- [ ] Annual readings logged by head for next year
  Temperature splits, charge readings, cleaning notes and any leak found entered against each head so next year's service starts from this one.
  No photo required