

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.

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**

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**
- ☐ **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**