

Ductless mini-split quarterly maintenance checklist

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

Who runs it: The HVAC or maintenance tech on the quarterly round, working head unit by head unit through the occupied spaces.
When: Every quarter, and ahead of each cooling and heating season since the same head runs both ways.

Indoor units

- ☐ **Filters at each head cleaned or replaced**
Every head's filters pulled, washed or swapped, and reseated, with no head skipped because its room was occupied. **1 photo required**
- ☐ **Drain pan and condensate path clear**
Pan draining, condensate pump cycling and quiet where fitted, no water staining on the wall or ceiling below the head. **2 photos required**

Refrigerant lines

- ☐ **Line-set insulation intact**
Insulation continuous over the suction line, no gaps, splits or UV damage where the line-set runs outside or crosses the wall penetration. **1 photo required**

Outdoor unit and operation

- ☐ **Outdoor coil and fan clear**
Condenser coil free of leaves, grass and lint, fan spinning freely, unit level with clearance around it. **1 photo required**
- ☐ **Each head tested in heat and cool**
Every head run in both modes from its own controller, supply air noticeably warm then cold, no error codes on the display. **1 photo required**