READY TO INSPECT — FIELD CHECKLIST

Trash compactor quarterly maintenance checklist

A quarterly trash compactor 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. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The maintenance or compactor-service tech on the quarterly round. When: Every quarter. Oil leaks, a slowing ram and a leaking container seal are what turn a working compactor into a mess in the alley.

Notice, lockout and chamber

- [ ] Staff and chute users told the compactor is down
  Building or loading staff told the round's window, and chute intake doors signed or closed where a chute feeds the unit, so no one loads waste while the tech is at the chamber.
  No photo required

- [ ] Lock and tag hung on every source feeding the compactor
  Power unit and control feeds locked and tagged, key pulled, start tried dead. Ram checks: block out, people clear, covers on, locks off by whoever hung them, cycle run, re-locked.
  1 photo required

- [ ] Ram retracted and blocked before hands enter the chamber
  Ram at rest fully retracted and blocked or pinned as the manufacturer's instructions direct, so stored hydraulic pressure cannot move it while anyone reaches past the loading opening.
  1 photo required

- [ ] Chamber floor and ram guides cleared of packed waste
  Waste packed on the chamber floor, along the ram guides and at any cleanout removed with a tool, not by hand, so the ram can travel its full stroke on the next cycle.
  1 photo required

Hydraulic power unit

- [ ] Oil level, condition and leaks checked
  Reservoir at level, oil not milky or burnt, no weeping at the cylinder, hoses or fittings, no puddle under the unit.
  2 photos required

- [ ] Hydraulic hoses checked for chafe, bulging and routing
  Hoses from the power unit to the cylinder free of worn or cracked covers, blisters and kinks, clamped clear of sharp edges and the ram path.
  1 photo required

- [ ] Ram operation and cycle time observed
  Ram driving to full stroke and retracting smoothly, cycle time in normal range, no shudder or stall under load.
  1 photo required

Safety and guarding

- [ ] Interlock switch mounting and bypass evidence checked
  Switch and actuator at each loading door fastened and aligned, no tape, wedge, jumper or spare actuator left near it; a bypass found is reported and the unit locked out until repaired.
  1 photo required

- [ ] Interlocks, keyed control and guarding verified as observed
  Access door and interlock stopping the ram, key control functioning, guards in place, checked by observation only, never by reaching in.
  2 photos required

- [ ] Chute or hopper sprinkler head clear where one is fitted
  Where a sprinkler head protects the chute or hopper, it's seen undamaged, unpainted and not loaded or blocked by debris. Problems go to the owner's fire protection contractor.
  No photo required

Container and housekeeping

- [ ] Container/chute latch and seal checked
  Container latched square to the charge box, gasket sealing, no gap letting liquid or debris escape at the joint.
  1 photo required
- [ ] Container-full signal and hauler pickups checked
  Full light or gauge responding where fitted, and pickups keeping pace with how fast the container fills, so an overfull box doesn't force waste back through the charge box.
  No photo required
- [ ] Pad kept clean, odor and pests controlled
  Charge box and pad clear of spilled waste, no standing leachate, drain to the sanitary point clear where fitted.
  1 photo required
- [ ] Covers on, locks off and compactor handed back to staff
  Blocks and tools out of the chamber, power unit cover fastened, any lock still hung removed by the person who hung it, a normal cycle run, key returned and staff told it's back.
  1 photo required