

VRF system annual maintenance checklist

The annual VRF system 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 VRF service tech on the annual, with sections isolated as needed and the manufacturer's service tool on the system. When: Once a year, the pass that reaches the fouling on the coils and blower wheels, opens the branch controllers, walks the full refrigerant-line insulation and functionally tests the leak detection the quarterly only eyeballs.

Outdoor and indoor cleaning

- ☐ **Outdoor coils deep-cleaned and fans serviced**
All coil slabs cleaned through the full fin depth, fins combed, fan motors and blades checked, amp draw within nameplate, drainage confirmed after rinse. 2 photos required
- ☐ **Indoor head coils, blower wheels and drains cleaned**
Heads opened, coils and blower wheels cleaned of biofilm and dust to restore airflow, pans scrubbed and re-pitched, drain lines and condensate pumps flushed and proven flowing. 2 photos required

Branch controllers and refrigerant piping

- ☐ **Branch controller internals and condensate serviced**
Branch controller boxes opened, valves and connections checked for oil residue signaling a leak, condensate pan and drain within the box cleaned and re-pitched, insulation resealed. 2 photos required
- ☐ **Refrigerant-line insulation inspected end to end**
Full insulated line route walked from the outdoor unit through the branch controllers to the heads, gaps, splits and UV or physical damage resealed, no bare line sweating at penetrations or long runs. 1 photo required

Detection, charge and controls

- ☐ **Refrigerant leak detection functionally tested where required**
Where required, each leak-detection sensor bump-tested or calibrated per the manufacturer's instructions, alarm and any interlocked ventilation or shutdown proven, sensor placement still correct for the room. 1 photo required
- ☐ **System operation, charge awareness and addressing verified**
System driven in heating and cooling under load, operating data read on the service tool and compared to the manufacturer's figures with a shortfall treated as a leak to find, every head confirmed addressed and communicating, firmware and network as intended. 1 photo required