

VRF system quarterly maintenance checklist

A quarterly VRF system 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 tech on the quarterly round, working from the outdoor unit down through the branch controllers to a sample of indoor heads. When: Every quarter, and ahead of each cooling and heating season since the same system runs both ways and one dropped head is easy to miss on a walk.

Outdoor unit

- ☐ **Outdoor coil and fans clear and running**
Condenser coil faces free of lint, leaves and cottonwood on all sides, fans spinning freely and quiet, clearances around the unit maintained, no fault standing on the outdoor board. **2 photos required**

Branch controllers

- ☐ **Refrigerant valve boxes dry and condensate draining**
Branch controller and refrigerant valve boxes free of oil residue at the connections, insulation intact, and any condensate drain from the box flowing clear with no back-up above the ceiling. **2 photos required**

Indoor heads and controls

- ☐ **Indoor filters and drains checked at a sample of heads**
Filters at the walked heads cleaned or replaced, pans draining, condensate pumps cycling quiet where fitted, no staining on the wall or ceiling below a head. **2 photos required**
- ☐ **All indoor units reporting on the controller**
Central or remote controller showing every addressed head online and answering, no communication error or missing unit, heat and cool commanded at a sample head to confirm changeover. **1 photo required**
- ☐ **Refrigerant leak detection present and powered where required**
Where leak-detection sensors are required for the room's refrigerant concentration, the sensor is in place, powered and not in fault or bypass. **1 photo required**