READY TO INSPECT — FIELD CHECKLIST

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

- [ ] Outdoor unit stand, mounts and fixings sound
  Stand, dunnage or pad solid with no rust-through, anti-vibration mounts seated, hold-downs tight and the unit not walking or rocking while the compressors run.
  1 photo 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.
  No photo required

- [ ] Branch joints and headers checked for oil at the access points
  Y-branch joints and headers reached through the ceiling access on the walk looked at with a light for oil staining or frost, insulation closed back over them.
  1 photo required

- [ ] Heat recovery branch boxes quiet through a mode changeover
  On heat recovery systems, the box listened to while nearby heads switch between heating and cooling, no valve chatter or refrigerant hammer and no port fault posted.
  No photo required

Indoor heads and controls

- [ ] Walked heads turned off and fans at rest before grilles drop
  Head stopped from the central or local controller and its fan fully stopped before the return grille or filter panel is lowered, with the occupant told first.
  No photo required

- [ ] 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

- [ ] Drain pump float trip shown as a fault at the controller
  Where a head has a built-in drain pump, water added to its pan until the float stops the head and the fault posts at the controller, then cleared once drained.
  No photo 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.
  No photo required

- [ ] Sensed room temperature checked against a thermometer
  At the sample heads, the room temperature the controller shows compared with a reference thermometer at the sensor location, a drifted sensor or thermistor noted.
  1 photo required

Controls and schedules

- [ ] Error history read at the central controller or service tool
  Stored errors scrolled by address and date, repeat codes on the same head or outdoor unit noted, and anything still active written up for follow-up.
  1 photo required

- [ ] Schedules and setpoint limits match the owner's settings
  Operating schedules, setback, setpoint limits and local-control lockouts on the central or local controllers read against the owner's settings, holiday dates current.
  1 photo required

Close-out

- [ ] Test commands cleared and heads back on their schedules
  Heads commanded for the changeover or float tests returned to their mode, setpoint and schedule, grilles latched and no manual override left at any controller.
  No photo required

- [ ] Findings logged against each system and head address
  Filter, drain, error code and sensor findings entered by refrigerant system and head address, so the annual knows which heads and branch boxes to open.
  No photo required