READY TO INSPECT — FIELD CHECKLIST

Walk-in cooler and freezer annual maintenance checklist

The annual walk-in refrigeration 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 manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The refrigeration service tech on the annual service visit. When: Once a year, when the box is light enough to move product and pull down after service without spoiling stock.

Before the service

- [ ] Product moved or covered and kitchen staff told
  Kitchen lead agreed the service window, product moved to another box or covered clear of the coil before heater and coil work, door kept shut between trips.
  No photo required

- [ ] Every source feeding the box locked and tagged
  Condensing unit, fans and all heaters locked. Powered checks (charge, controls, defrost, fans, heater amps): people clear, covers on, locks off by whoever hung them, re-locked before hands go back in.
  1 photo required

Refrigerant and controls

- [ ] Charge and superheat checked, box pulled down
  Superheat and subcooling read against the instructions, unit brought to setpoint and holding, any leak located and repaired.
  2 photos required

- [ ] Thermostat, controller and alarm calibrated
  Controller reading verified against a reference thermometer, setpoints and high-temp alarm confirmed working.
  1 photo required

- [ ] Refrigerant repairs and charge logged by the certified technician
  Any leak repair, recovery or charge change on this box done by a certified refrigerant technician, with refrigerant type and quantity entered on the box's log.
  No photo required

Defrost and evaporator

- [ ] Defrost heaters and termination tested
  Each heater element drawing current, defrost clock or sensor terminating correctly, drain pan heater working on the freezer.
  No photo required

- [ ] Evaporator fans and airflow across the coil
  Fan motors quiet and balanced, air moving across the whole coil face, no frost pattern showing a dead section.
  1 photo required

- [ ] Evaporator coil and drain pan washed down
  Coil face cleaned with a cleaner the manufacturer allows for food areas, drain pan scrubbed of slime and scale, rinse water kept off shelving and stock.
  1 photo required

- [ ] Freezer drain-line heater current read
  On a freezer, drain-line heater drawing current against its rating along the full run, a step past the quarterly touch check, line flushed and its trap outside the box.
  No photo required

Panels and floor

- [ ] Panel joints, gaskets and floor inspected
  Cam-lock joints tight, corner seams sealed, floor panel sound and level, no soft spots or water intrusion in the insulation.
  1 photo required

- [ ] Door hinges, closer and inside release serviced
  Hinge and cam-lift fasteners tightened, closer adjusted to pull the door shut, inside release cleaned and lubricated with a food-safe lubricant and working freely.
  1 photo required

- [ ] Freezer door and threshold heater current read
  On a freezer, frame and threshold heater drawing current against its rating, no cold spot along the frame, wiring sound where it crosses the hinge.
  No photo required

- [ ] Pressure relief vent clear where fitted
  Freezer pressure relief port open with its heater working, no ice blocking the vent, so the door opens without a fight after a defrost.
  No photo required

Return to service

- [ ] Covers back on, locks removed and box restarted
  Coil, fan and heater covers fastened, locks removed by whoever hung them, unit run and product returned only once the box reads within the site's food-safety range.
  1 photo required

- [ ] Annual readings recorded as the box's baseline
  Superheat, subcooling, heater and fan amps, controller offset and pull-down time entered against the walk-in so next year's service compares against them.
  No photo required