

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.

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

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. 2 photos 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

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