READY TO INSPECT — FIELD CHECKLIST

Walk-in cooler and freezer quarterly maintenance checklist

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

Who runs it: The refrigeration tech on the quarterly round. When: Every quarter. Dirty condenser coils and torn gaskets show up as a warm box long before anyone reports the unit down.

Before the round

- [ ] Kitchen lead told and product protected near the coil
  Kitchen or store lead told the box is being serviced, product under the evaporator moved or covered before coil or defrost work, door kept shut between trips.
  No photo required

- [ ] Lock and tag on every circuit feeding the box
  Condensing unit, evaporator fan, defrost and heater circuits locked. Powered checks: people clear, covers on, locks off by whoever hung them, run, re-locked before hands go back in.
  1 photo required

Refrigeration

- [ ] Condensing unit and coils cleaned
  Condenser coil clear, fans running true, evaporator coil not iced or dirty, no oil trace pointing to a leak.
  2 photos required

- [ ] Defrost cycle observed clearing the coil
  Defrost initiating and terminating on schedule, coil clearing fully, no ice bridging the fins after the cycle.
  1 photo required

- [ ] Defrost clock or controller schedule read
  Clock showing the right time of day, defrost starts set away from deliveries and peak door traffic, count and duration matching the manufacturer's setting.
  1 photo required

- [ ] Suction line insulation and valve bulb inside the box
  Suction insulation at the evaporator dry and sealed, expansion valve sensing bulb strapped tight and insulated, no frost creeping back along the line.
  1 photo required

Doors and seals

- [ ] Door gaskets, closers and freezer heater wire checked
  Gaskets sealing all around, closer pulling the door tight, freezer perimeter heater warm to the touch, no ice at the frame.
  2 photos required

- [ ] Inside release opens the door from inside the box
  With a second person outside, door closed and opened from inside by the safety release, knob or push rod free, not iced up or blocked by shelving or stock.
  1 photo required

- [ ] Emergency light and entrapment alarm tested where fitted
  Inside light lit on its own switch or battery, alarm button inside the box sounding where staff will hear it and answer, button not hidden behind stock.
  No photo required

- [ ] Strip curtains checked where fitted
  Every strip present, overlapping with no gaps, clear enough to see through, not torn, brittle or dragging on the floor, cleaned where soiled.
  No photo required

Temperature and drainage

- [ ] Box temperature verified against setpoint
  Actual box temperature read and compared to setpoint for both cooler and freezer, thermometer and controller agreeing.
  1 photo required

- [ ] Reading compared with the site's food-safety log
  Today's box reading lines up with recent entries on the site's temperature log, any high entries or gaps since the last visit reported to the kitchen lead.
  No photo required

- [ ] Condensate drain and its heat trace clear
  Drain flowing, freezer drain-line heat working, no ice plug in the line or puddle freezing on the floor.
  2 photos required

Return to service

- [ ] Covers refitted, locks removed and box running
  Coil and fan covers fastened, locks removed by whoever hung them, unit restarted and the box pulling down with doors closed and product back in place.
  1 photo required

- [ ] Quarterly findings logged and kitchen lead briefed
  Readings, defrost settings and any door, gasket or release defects entered against the box, and the kitchen lead told what was found and what follows.
  No photo required