

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.

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

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

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
- ☐ **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