

COMMERCIAL REFRIGERATION MAINTENANCE CHECKLIST

1. CUSTOMER & UNIT INFORMATION

Date:	
Customer Name:	
Site Address:	
Technician:	
Job / WO #:	
System Location:	

Unit Type	Make	Model Number	Serial Number
e.g., Walk-In Freezer			

2. SAFETY & PREPARATION

- Lockout/Tagout (LOTO):** Power disconnected/locked out before electrical work.
 - Food Safety:** Product protected or relocated; no contamination risk.
 - Site Inspection:** Area clear of debris; checked for pest activity.
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3. CABINET INSPECTION (Walk-Ins & Reach-Ins)

- Temperature Check:**
Set Point: _____ °F | **Actual Box Temp:** _____ °F
Target: Cooler (_____) | Freezer (_____)
- Door Gaskets:** Check for rips/tears; ensure tight seal against frame.
- Hardware:** Inspect hinges, latches, and closers for proper alignment.
- Insulation:** Check suction line insulation (Armaflex) for condensation.
- Lighting:** Verify interior lights functional; safety shields in place.
- Drain Lines:** Clear condensate drains; verify heater tape (freezers).
- Evaporator Fans:** Check blades for debris; verify motor mounts/rotation.

4. MECHANICAL SYSTEM (Condenser & Compressor)

Condenser Coil: Inspect and clean.

Condition Before: _____ | **Condition After:** _____

Fan Motors: Check condenser fan motors for bearing play/rotation.

Compressor: Inspect terminals; check oil level (if sight glass present).

Electrical: Tighten all contactor, relay, and breaker connections.

Refrigerant: Check sight glass for moisture (color) or flashing.

Defrost Controls: Initiate manual defrost; verify heater amp draw.

5. SYSTEM READINGS (Diagnostics)

Parameter	Reading	Unit	Target / Spec
Suction Pressure			
Head Pressure			
Superheat			
Subcooling			
Compressor Amps			
Evap Fan Amps			

6. ICE MACHINE MAINTENANCE (If Applicable)

Water Filters: Replace inlet water filters. **Date on Filter:** _____

Scale Removal: Descale water system (evap plate, pump, tubes).

Sanitize: Cycle sanitizer solution; wipe down bin interior.

Air Filter: Clean or replace air-cooled condenser filter.

Ice Thickness: Verify bridge thickness (approx 1/8").

Harvest Cycle: Observe full cycle. **Harvest Time:** _____

7. MAINTENANCE SUMMARY

Select the status that best applies to this system:

- System Operational:** No immediate issues found.
- Preventative Repairs Recommended:** System running; parts show wear.
- Urgent Repair Required:** System malfunctioning or safety risk.

Technician Notes:

8. SIGN-OFF

Technician Signature:	
Date:	

Customer Signature:	
Date:	