

<b>Checklist 5.11 Service Over Counter (Reach-In)</b>		
<b>Inspection Task</b>	<b>Rec. Corrective Actions</b>	<b>Frequency</b>
<b>Condenser<sup>1</sup></b>		
1. Check condenser coil surface for dust, dirt, and lint.	Clean as necessary per manufacturer's specifications.	Monthly
2. Check condenser intake air filter.	Clean or replace as necessary.	Monthly
3. Shine a light on the condenser surface to check for dirt inside the condenser.	Remove light build-up with a brush or a vacuum with a brush attachment. Remove moderate buildup with compressed air, followed by brushing as necessary. Remove heavy buildup per manufacturer's specifications.	Quarterly
4. Check fan blades and motor for cleanliness.	Clean as necessary. If washing the fan blades is necessary, cover the fan motor to prevent moisture damage.	Quarterly
5. Check condenser for adequate airflow and no recirculation of discharge air.	Clean the louvers on the downstream side of the condenser and/or gravity dampers if applicable. Ensure sure that the fan shroud is present and intact.	Quarterly
6. Check condition of fins as applicable.	Straighten with fin comb as necessary.	Quarterly
<b>Evaporator Coil</b>		
7. Check the coil for pitting <sup>2</sup> .	Replace if excessive.	Quarterly
8. Check drain trap.	Ensure it is level and trapping.	Quarterly
9. Check drain tube.	Connect drain tube to evaporator drain pan as necessary. Remove drain tube obstructions as necessary.	Quarterly
10. Check self-contained water removal system (condensate drain pan).	Replace heater if amperage does not meet manufacturer's specifications.	Quarterly
11. Check for dirt, build-up, and foreign objects.	Clean with a brush or soapy water as necessary.	Quarterly
12. Check the integrity of fins.	Replace evaporator coil if necessary.	Quarterly
13. Check for obstructions to proper airflow.	Remove any obstructions that block air to the evaporator.	Quarterly
<b>Controls</b>		
14. Check operation defrost control set time.	Adjust the knob until the time matches the manufacturer's specification.	Quarterly
15. Check case temperature set point.	Adjust until it matches the manufacturer's specified set point.	Quarterly
<b>Doors/Gaskets</b>		
16. Check door slides or guides.	Replace broken guides as necessary.	Quarterly
17. Check door gaskets for cleanliness and presence of mold or mildew.	Clean with mild soap and water solution as necessary. Follow with	Quarterly

	fresh water rinse.	
18. Check door gaskets for proper sealing.	Adjust or replace as necessary.	Quarterly
19. Check door hinges for looseness.	Tighten the screws that mount the hinge brackets to the unit frame as necessary. Replace broken hinges as necessary.	Quarterly
20. Check amperage of anti-sweat, frame, and door heaters.	Replace if amperage does not meet manufacturer's specifications.	Quarterly
<b>Walls/Panels/Interior</b>		
21. Check refrigeration tubing is not rubbing or vibrating against other tubing or panel.	Correct as necessary.	Quarterly
22. Check cabinet exterior and interior for cleanliness.	Clean with mild soap and water solution as necessary. Follow with fresh water rinse.	Quarterly
23. Check casters for corrosion.	Wipe with damp cloth as necessary. Lubricate per manufacturer's specifications.	Quarterly
24. Check insulation and areas of moisture accumulation for biological growth.	Clean or disinfect as necessary.	Quarterly
25. Check condition of shelves.	Clean as necessary.	Quarterly
<b>Surroundings</b>		
26. Check for anything stacked on or around the machine.	Advise customer to remove as necessary.	Quarterly
27. Check area surrounding the machine for cleanliness.	Advise customer to clean as necessary.	Quarterly
<b>Additional</b>		
28. Check doors/drawers for proper fit.	Adjust as necessary.	Quarterly
29. Check refrigerant line insulation.	Repair or replace as necessary.	Quarterly
Notes:		
<ol style="list-style-type: none"> <li>1. Disconnect electric power before cleaning.</li> <li>2. It is especially important if vinegar products are kept in the unit.</li> </ol>		