

Checklist 5.14 Walk-In		
Inspection Task¹	Rec. Corrective Actions	Frequency
Condensing Unit		
1. Check air-cooled condenser surfaces for damage or evidence of leaks (oil spots).	Repair or clean as needed.	Quarterly
2. Check for signs of oil stains on interconnection piping and condenser coil, paying close attention to areas around solder joints, building penetrations, and pipe clamps. If a suspect area is found, check with an electronic leak detector.	Repair any leaks found and add refrigerant as needed.	Quarterly
3. Check condition of outdoor condensing units.	Clear away weeds and debris as necessary.	Quarterly
4. Check any suspect areas with an electronic leak detector.	Repair as necessary	Quarterly
5. Check the condition of the condenser, looking for accumulation of dirt and debris.	Clean as required.	Quarterly
6. Check for corrosion issues.	Apply anti-corrosion primer and paint as required.	Quarterly
7. Check all mechanical and flare connections.	Tighten as necessary.	Quarterly
8. Check compressor oil levels and oil safeties.	Repair, replace, or adjust as needed to ensure proper operation.	Quarterly
9. Check compressor sight glass (if equipped) for proper oil level.	Adjust oil levels as needed.	Quarterly
10. Check net oil pressure, operating at manufacturer's design.	Repair, replace, or adjust as needed to ensure proper operation.	Quarterly
11. Measure compressor superheat to verify that it conforms to specification.	Adjust as needed.	Quarterly
12. Check low ambient head pressure control sequence for proper operation.	Repair or replace components, or modify software/set points to ensure proper operation.	Quarterly
13. Check motors for proper lubrication, if applicable.	Lubricate as necessary. Do not lubricate permanently sealed, ball bearing motors.	Quarterly
14. Check for proper operation of cooling coil, and for damage or evidence of leaks.	Clean, restore, or replace as required.	Quarterly
15. Check condenser coil and blades cleanliness	Clean as necessary.	Quarterly
16. Check operation of demand cooling, liquid injection, or unloaders, if so equipped.	Repair, replace, or adjust as necessary.	Quarterly
17. Check high and low pressure refrigerant control settings and verify proper operation.	Replace or adjust as necessary.	Quarterly
18. Check pressure drop across all refrigerant filters and driers.	Replace as required.	Quarterly

19. Check refrigerant levels in the sight glass and inspect for leaks.	Adjust as necessary and document for future visits.	Quarterly
20. Check refrigerant system temperatures.	If outside of recommended levels, find cause, repair as necessary, to achieve optimal operating levels.	Quarterly
21. Check suction lines for insulation decay between condensing unit and evaporator coil.	Replace as necessary.	Quarterly
22. Check the amperage of motors and compressors.	Document for future visits, find cause for difference from manufacturer's design.	Quarterly
23. If the accumulator is insulated, check for damage.	Clean, restore, seal, or replace as necessary.	Quarterly
24. Check the refrigerant piping penetrations for air or water leaks or rubbing against other piping.	Repair as needed.	Quarterly
25. Measure crankcase heater amp draw to verify operation.	Repair or replace as needed.	Quarterly
26. Check condition of moisture indicator/sight glass if so equipped.	If there is indication of moisture (out of range), replace driers.	Quarterly
27. Check moisture indicator/sight glass for flash gas. If found, check entire system for refrigerant leaks.	Repair any leaks and add refrigerant as needed.	Quarterly
Evaporator Fan Coil/Unit Cooler		
28. Check condensate line.	Ensure drain line has no blockage.	Quarterly
29. Check drain line heat tape for proper operation.	Repair or replace as necessary.	Quarterly
30. Check drain pan to ensure that drain is clear of debris, obstructions, or ice buildup and is free draining.	Clear as necessary.	Quarterly
31. Check for condensate water dripping on the walk-in floor, or moisture carryover beyond the drain pan from the cooling coils	Find the source and correct the problem.	Quarterly
32. Check drain pan, drain line, and coil for biological growth.	Clean as needed.	Quarterly
33. Check motors for proper lubrication, if applicable.	Lubricate as necessary. Do not lubricate permanently sealed, ball bearing motors.	Quarterly
34. Check all fan blade set screws and all fan guards are in place.	Tighten as required or replace as necessary.	Quarterly
35. Check all fan blades and motor housing/rail for signs of cracks, wear, or stress. Pay close attention to the hub and spider.	Replace blades or housing as required.	Quarterly
36. Check for unusual noise or vibration.	Take corrective action as required.	Quarterly
37. Check operation of all fans to ensure airflow is unobstructed.	Remove obstruction.	Quarterly
38. Check all flare connections.	Tighten as necessary.	Quarterly
39. Check evaporator coil fins surfaces.	Clean as necessary.	Quarterly
40. Check for proper defrosting of evaporator. Check operation / calibration of all fan cycle and defrost controls when used.	Determine the cause and correct.	Quarterly

41. Check for abnormal accumulation of ice patterns.	Adjust defrost cycles or operation of expansion valve/superheat accordingly.	Quarterly
42. Compare actual defrost heater voltage and amp draw against unit data plate.	Repair or replace.	Quarterly
43. Check condensate drain P-trap if present.	Prime as needed to ensure proper operation.	Quarterly
44. Check for oil stains on heaters, return bend, and coil fins.	Repair or clean as needed.	Quarterly
45. Check for signs of corrosion on fins, cabinet, copper tubing, and solder joints.	Repair as necessary.	Quarterly
46. Visually inspect heaters to ensure even surface contact with the coil.	If heaters have warped. Re-align or replace heaters as needed.	Quarterly
Electrical Controls		
47. Check all wiring and connections for overheating, bare spots, kinks.	Repair or replace as necessary.	Quarterly
48. Check condition of compressor and defrost contactors. Look for discoloration and pitting.	Replace as required.	Quarterly
49. Check control box for dirt, debris, insects and/or loose terminations.	Clean and tighten as needed.	Quarterly
50. Check operation and calibration of all timers, relays, pressure controls, temperature controls, and safety controls.	Adjust or replace as necessary.	Quarterly
51. Check electrical covers on the walk-in's evaporator coils blower unit.	Replace if missing.	Quarterly
Doors/Gaskets		
52. Check for frost or condensation around the door jamb or heated pressure relief vent.	Replace heaters as necessary.	Quarterly
53. Check hinges and door closers for proper opening.	Lubricate as necessary.	Quarterly
54. Check to make sure that the doors are sealing tightly. Check sweeps.	Adjust as necessary.	Quarterly
55. Check condition and operation of strip curtains.	Inform owner if missing or damaged.	Quarterly
56. Check the door gaskets.	Replace as necessary. Clean them with a soft cloth, soap, and water.	Quarterly
Walls/Panels/Interior		
57. Check all electrical connection.	Tighten as necessary.	Quarterly
58. Check integrity of all panels and curbs on equipment.	Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.	Quarterly
59. Check interior for cleanliness.	Clean the interior of the walk-in cooler as necessary; avoid using harsh cleaners.	Quarterly
60. Inspect the condition of anti-skid strips on ramps and thresholds.	Replace as necessary.	Quarterly
61. Check caulk seals in wall joints.	Repair as necessary.	Quarterly
Notes:		
1. During the course of regular maintenance inspection, the technician may notice that the outdoor condenser		

was not installed at the proper, minimum height above grade (or roof, as applicable) with regard to local building code requirements. The technician should report this installation fault to the owner.