# Ice machine maintenance checklist

## 01 The visit

Ice machine (name and tag)

Date

Location

Checked by (printed name)

## 02 Daily

6 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Scoop | ☐ | ☐ | |
| Ice | ☐ | ☐ | |
| Bin | ☐ | ☐ | |
| Bin door and gasket | ☐ | ☐ | |
| Ice making | ☐ | ☐ | |
| Floor and drain | ☐ | ☐ | |

## 03 Every two weeks and monthly

6 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Air filters, if fitted | ☐ | ☐ | |
| Water filter | ☐ | ☐ | |
| Condenser, air-cooled | ☐ | ☐ | |
| Exterior | ☐ | ☐ | |
| Bin drain and air gap | ☐ | ☐ | |
| Clearances | ☐ | ☐ | |

## 04 Twice a year or yearly: the full clean and sanitize

7 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Water system and evaporator | ☐ | ☐ | |
| Bin | ☐ | ☐ | |
| Ice made during cleaning | ☐ | ☐ | |
| Water inlet screen | ☐ | ☐ | |
| Water hoses | ☐ | ☐ | |
| Condenser | ☐ | ☐ | |
| Gaskets and hinges | ☐ | ☐ | |

## 05 Defects and sign-off

Defects found, or no defects

Work orders written

Signature