Walk-in cooler maintenance checklist

01 The visit

Cooler or freezer (name and tag)

Date

Location

Checked by (printed name)

02 Daily

7 checks

CHECK	OK	FAIL	NOTE
Air temperature, at opening and at closing	☐	☐	
Thermometer	☐	☐	
Door	☐	☐	
Strip curtain	☐	☐	
Evaporator	☐	☐	
Airflow and floor	☐	☐	
Inside release	☐	☐	

03 Weekly

5 checks

CHECK	OK	FAIL	NOTE
Door gasket	☐	☐	
Hinges and closer	☐	☐	
Door frame heater, freezers	☐	☐	
Light	☐	☐	
Temperature alarm, if fitted	☐	☐	

04 Monthly

6 checks

CHECK	OK	FAIL	NOTE
Condenser coil	☐	☐	
Evaporator drain	☐	☐	
Drain line heater, freezers	☐	☐	
Defrost, freezers	☐	☐	
Thermometer accuracy	☐	☐	
Panels and floor	☐	☐	

05 Yearly, by a refrigeration technician

4 checks

CHECK	OK	FAIL	NOTE
Refrigerant circuit	☐	☐	
Electrical	☐	☐	
Evaporator coil	☐	☐	
Door hardware	☐	☐	

06 Temperature log, at opening and closing

DATE AND TIME	COOLER, °F	FREEZER, °F	INITIALS	OUT OF RANGE? WHAT WAS DONE

Cooler air 41°F (5°C) or below, read in the warmest part of the box; freezer frozen hard.

07 Defects and sign-off

Defects found, or no defects

Work orders written

Signature