

Walk-In Cooler Maintenance Checklist

Manager observations and approved housekeeping - not a technical service procedure

Site / cooler ID: _____ Date: _____ Manager: _____

Adapt this checklist to the installed manuals, local food rules and the approved food-safety plan. Suggested frequencies are planning prompts, not legal or manufacturer-mandated intervals.

At opening, shift handover and closing

- ☐ Review current readings, overnight alarms and unresolved food holds; identify the responsible person.
- ☐ Confirm the door closes normally. Look for obstructions, damaged seals or visible hardware damage.
- ☐ Keep the aisle, exit route and inside safety-release access clear. Report any release concern promptly.
- ☐ Check that food remains protected and shelving does not obstruct the approved airflow clearances.
- ☐ Look from normal standing positions for new water, ice, damage or unusual sound; record what changed.
- ☐ Confirm the monitoring sensor is in its approved position and the displayed data are current.

Approved housekeeping and regular manager review

- ☐ Remove food spills using the approved surface-specific method; protect stored food during cleaning.
- ☐ Use only compatible cleaners and permitted moisture levels. Do not hose equipment or improvise chemicals.
- ☐ Keep the accessible area around the condensing unit clear; do not remove guards or open panels.
- ☐ Review repeated alarms, door damage, drainage observations and overdue service actions.
- ☐ Confirm the primary responder, backup, service contact and approved alternate storage arrangements.

Action record - do not leave a failed check without an owner

Finding / location: _____

Immediate action / food protection: _____

Owner / due time / work order: _____

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Service boundaries, escalation and verification

Site / cooler ID: _____ Date: _____ Manager: _____

Stop routine work and escalate

- ☐ Unsafe door release, electrical hazard, smoke or suspected refrigerant release: follow the emergency plan.
- ☐ Temperature or food condition outside the approved procedure: involve the food-safety lead promptly.
- ☐ Water over food, recurring ice, damaged panels or abnormal equipment behavior: protect the area and call service.
- ☐ Do not chip ice, use improvised heat, bypass a switch, change refrigerant charge or reset faults repeatedly.

Qualified service work - arrange, do not improvise

- ☐ Electrical testing, access behind guards, fans, heaters, controls and refrigeration-circuit work.
- ☐ Coil cleaning, drain work, hardware adjustment and other tasks requiring technical access or isolation.
- ☐ Equipment-specific inspection intervals, refrigerant compatibility and replacement-part verification.
- ☐ Documented return-to-service checks and an explanation of any authorized setting changes.

Close the work order only after verification

- ☐ Record what was repaired and the operating evidence that supports return to normal use.
- ☐ Confirm guards and panels are restored, the area is clean, and monitoring is working.
- ☐ Keep food disposition separate from equipment repair; obtain the required authorization for held stock.
- ☐ Give the next shift any remaining restriction, named owner and scheduled follow-up.

Service provider / ticket: _____

Verified by / date / remaining action: _____

References and limits

FDA Food Code 2026, including equipment repair and measuring-device provisions. The applicable adopted local rules govern your establishment. This checklist does not set food disposition limits or a universal maintenance schedule.

FDA: <https://www.fda.gov/food/fda-food-code/food-code-2026>

Heatcraft model-specific manuals: <https://www.heatcrafttrpd.com/resources/literature/>

Kolpak maintenance and warranty context: <https://www.kolpak.com/Service>