



Evaporative Cooler Maintenance Checklist

10 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Functional Checks

- ☐ Verify the bleed-off / dump operates to control water concentration
- ☐ Check the recirculation pump and water distribution over the pads
- ☐ Inspect the fan, motor, and any belts for operation and balance
- ☐ Confirm float valve, fill, and drain-down operation
- ☐ Verify controls and any seasonal drain-down for winter

Cleaning & Housekeeping

- ☐ Inspect and clean or replace the cooling pads
- ☐ Clean the water tank/sump and remove scale and sediment
- ☐ Descale water surfaces and distribution where scaling is present

Safety Checks

- ☐ Check water quality, treatment, and biocide dosing for legionella control

Record Keeping

- ☐ Record water hygiene, cleaning, and pad condition in the log

Maintenance Frequency

Monthly

- Check water quality and treatment
- Inspect pads and sump
- Confirm bleed-off operating

Annually

- Replace pads as needed
- Full clean and disinfect
- Pump and fan service
- Seasonal drain-down/recommission