

THE REFRIGERANT RECORD CHECKLIST

HVAC · COMMERCIAL REFRIGERATION

MR. WILSON

ONE FIX AT A TIME.
YOU KEEP THE KEYS.

Run one cooler against this before a customer asks. Every line is something a tech already writes on the ticket or a nameplate already carries. The point is that all of it sits against ONE machine, dated, before somebody outside the shop needs it.

READ THIS FIRST — This is not legal or compliance advice, and it does not file anything with the EPA. The leak-repair duty under 40 CFR Part 84 sits with the equipment OWNER, not with the contractor servicing it. Check this against your own counsel and your customer's records.

THE MACHINE ITSELF

- ☐ What the unit is, and where it physically sits, in words a new tech would find it by
- ☐ Nameplate charge size in pounds — and if it was never recorded, write NOT ON FILE, not a guess
- ☐ Refrigerant type, because R-22 legacy equipment stays under the older 50-pound regime

AGAINST THE LINE

- ☐ Is the charge 15 pounds or more? That is where leak-repair duties now begin
- ☐ Commercial refrigeration triggers at a 20% annual leak rate — note whether it has been calculated
- ☐ If the charge size is unknown, the leak rate CANNOT BE CALCULATED. Say that, and leave it blank

EVERY POUND THAT WENT IN

- ☐ The date, the pounds added, and the tech who added them
- ☐ The ticket number that pound came from, so any figure can be traced back to paper
- ☐ A running twelve-month total for THIS unit, not for the customer as a whole

BEFORE IT LEAVES THE SHOP

- ☐ A person has read the page and can name what is on it
- ☐ Every number on it points at a ticket that still exists
- ☐ The customer is told this is their record to keep, because the duty is theirs

CHECKED AND SIGNED BY

DATE

The count runs on its own. What a customer is told about it, and when, is still decided by somebody here who has read it.