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Need professional cooling tower service or an annual inspection? Contact Pinnacle CTS to schedule.

Cooling Tower Maintenance Checklist

Use this checklist as a general maintenance framework for cooling tower systems. Actual frequencies should be adjusted based on tower type, operating conditions, manufacturer recommendations, water treatment practices, and site requirements.

Facility / Site Name:		Cooling Tower ID:		Date:	
Completed By:		Operating Status:			

Safety Note: Tasks on this checklist should only be performed by trained and authorized personnel, following site safety procedures, manufacturer instructions, and applicable lockout/tagout requirements.

Frequency	Maintenance Task	Completed	Action / Follow-Up Required	Notes
Daily	Check basin water level and confirm normal water flow	☐		
Daily	Listen for unusual noise, vibration, or changes in normal operation	☐		
Daily	Check for visible leaks or abnormal water discharge	☐		
Weekly	Remove accessible debris from the basin and surrounding areas	☐		
Weekly	Check for visible algae, scale, sediment, or other buildup	☐		
Weekly	Confirm water treatment equipment is operating as intended	☐		
Weekly	Check water treatment readings according to the site's established program	☐		
Monthly	Check fan operation and inspect accessible fan components for wear	☐		

Frequency	Maintenance Task	Completed	Action / Follow-Up Required	Notes
Monthly	Check belts for wear, damage, and proper condition, where applicable	☐		
Monthly	Check motor condition and listen for unusual operating sounds	☐		
Monthly	Check bearings and follow applicable lubrication requirements	☐		
Monthly	Check drift eliminators for buildup or damage	☐		
Monthly	Check accessible basin areas for sediment, debris, or buildup	☐		
Quarterly	Inspect accessible cooling tower components and clean as site conditions require	☐		
Quarterly	Check fill for scale, fouling, or blocked areas	☐		
Quarterly	Check spray nozzles for blockage or uneven water distribution	☐		
Quarterly	Review belts, bearings, couplings, and other mechanical components for wear	☐		
Quarterly	Review recurring water treatment issues and adjust maintenance activities as needed	☐		
Annual	Complete deeper cleaning based on equipment condition and site requirements	☐		
Annual	Perform comprehensive mechanical maintenance based on manufacturer recommendations	☐		
Annual	Review lubrication needs for applicable components	☐		
Annual	Review maintenance records for recurring equipment problems or deferred work	☐		
Annual	Schedule professional maintenance or servicing where specialized work is required	☐		

Checking a box on this form confirms that the listed task was completed. It does not certify the overall condition of the cooling tower and does not replace a professional inspection, the facility's water management program, manufacturer requirements, or applicable regulatory requirements.