

VENDING MACHINE

Maintenance Checklist



www.vendingmachineph.com

| DAILY | WEEKLY | MONTHLY | QUARTERLY |
|---|---|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Clean product window <input type="checkbox"/> Clean keypad buttons <input type="checkbox"/> Clean delivery bin <input type="checkbox"/> Wipe product spirals <input type="checkbox"/> Check expiry dates | <ul style="list-style-type: none"> <input type="checkbox"/> Clean condenser coil (if chilled) <input type="checkbox"/> Dust coin mech & bill acceptor <input type="checkbox"/> Vacuum around motors and spirals <input type="checkbox"/> Test coin and bill acceptors <input type="checkbox"/> Check spiral tension <input type="checkbox"/> Test drop sensor | <ul style="list-style-type: none"> <input type="checkbox"/> Deep clean coin mech & bill acceptor (no liquids) <input type="checkbox"/> Clean cooling fan grill <input type="checkbox"/> Check wiring connections <input type="checkbox"/> Inspect lock mechanism <input type="checkbox"/> Calibrate drop sensor | <ul style="list-style-type: none"> <input type="checkbox"/> Rotate motor positions (best-sellers wear out first) <input type="checkbox"/> Replace worn motors & spirals <input type="checkbox"/> Vacuum entire interior <input type="checkbox"/> Inspect for loose screws & rust <input type="checkbox"/> Replace bill acceptor belts (if applicable) <input type="checkbox"/> Check and spray door gasket (if chilled) |

| PARTS LIFESPAN | | NORMAL LIFESPAN |
|--|-----------------------------|-----------------------------|
| Part | Replace When | Normal Lifespan |
| <input type="checkbox"/> Motor | Weak, noisy, grinding | 4-6 years (busiest spirals) |
| <input type="checkbox"/> Spirals | Bent, double-loading items | 5-10 years |
| <input type="checkbox"/> Bill Acceptor | Eats or jams bills | 4-6 years |
| <input type="checkbox"/> Coin Mech | Frequent jams, pays wrong | 5-8 years |
| <input type="checkbox"/> Refrigeration | Drinks not cold, coil dirty | 8-12 years |



PRO TIP:

Replace motors, belts, and other parts **BEFORE** they fail. It's far cheaper than losing trust with 5-10 refunds per day.