

labOptimise

Cold storage housekeeping - monthly task sheet

Cross-platform record for care between planned maintenance visits

Month / year

Laboratory / site

Instrument ID

Location

Owner

SOP / reference

DAILY CHECK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Temperature and monitoring status																
Alarm, power and communication status																
Doors, gaskets and frost																
Load, airflow and segregation																

DAILY CHECK	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Temperature and monitoring status															
Alarm, power and communication status															
Doors, gaskets and frost															
Load, airflow and segregation															

WEEKLY CHECKS - complete once each week															
Interior condition and hygiene: Inspect shelves, drawers, walls and accessible drains or collection areas for spills, residues, packaging debris, ice and condensation. Clean				W1				W2				W3			
				W1				W2				W3			
External airflow and heat rejection: Confirm required clearances and accessible ventilation grilles, filters or condenser areas are unobstructed. Clean only where the				W1				W2				W3			
				W1				W2				W3			

MONTHLY REVIEW
Temperature trend and recovery: Review excursions, recovery after access, operating pattern and any position-specific concern against the
POST-MAINTENANCE / RETURN TO USE
Reassembly, function and qualification impact assessed and recorded.

Concerns / task reference:

Annual servicing is one important control - not a year-round maintenance strategy.

Laboratory refrigerators and freezers experience door opening, changing loads, frost, condensation, heat-rejection demand and alarm or monitoring events throughout the year. Their condition needs maintaining between service visits through temperature review, airflow and seal checks, prompt cleaning and timely response to excursions or abnormal recovery.

DAILY

Temperature and monitoring status

Review the controller and the approved monitoring record against the defined storage range. Confirm readings are current and any minimum, maximum or trend evidence is available as required.

DAILY

Alarm, power and communication status

Confirm there is no unresolved high/low temperature, door, power, battery, probe, filter or communication warning. An acknowledged or silenced alarm still requires disposition.

WEEKLY

Interior condition and hygiene

Inspect shelves, drawers, walls and accessible drains or collection areas for spills, residues, packaging debris, ice and condensation. Clean promptly by the approved procedure.

WEEKLY

External airflow and heat rejection

Confirm required clearances and accessible ventilation grilles, filters or condenser areas are unobstructed. Clean only where the installed manual authorises laboratory action.

MONTHLY

Temperature trend and recovery

Review excursions, recovery after access, operating pattern and any position-specific concern against the approved limits and established baseline.

MONTHLY

Alarm and notification control

Confirm authorised alarm and remote-notification tests are in date, contact routes remain current and any previous alarm has a documented outcome. Test only to the approved schedule.

SHUTDOWN

Clean, secure and leave the instrument in its defined state.

POST-MAINTENANCE

Check reassembly and function; assess verification or qualification impact.

METHOD CONTROL

Current standard, method, OEM manual and SOP remain controlling.

PAUSE AND INVESTIGATE WHEN YOU SEE

• Temperature excursion

Controller or approved monitoring evidence moves outside the defined storage range or an alarm limit is reached.

• Excess frost or condensation

Ice, water or moisture develops unexpectedly, obstructs airflow, affects a seal or indicates a drainage or ambient-condition problem.

• Slow or abnormal recovery

Temperature takes longer than its established behaviour to recover after access, loading or a defrost cycle.

• Door or gasket concern

A door, latch or inner door will not secure normally, or a gasket is dirty, damaged, warm, loose or locally frosted.

• Alarm or monitoring gap

An alarm fails, remains unresolved, repeatedly activates or monitoring data, power or communication evidence is missing.

• Unusual sound, heat, odour or leakage

New noise, vibration, electrical odour, abnormal cabinet or condenser heat, or unexplained liquid appears.

MONTH-END REVIEW

Reviewed by: _____ Date: _____ Outcome / follow-up: _____