

## VACCINE REFRIGERATOR CLEANING/MAINTENANCE LOG

**Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_  
**Fridge Location:** \_\_\_\_\_

Site Vaccine Coordinator \_\_\_\_\_

Back-up Vaccine Coordinator \_\_\_\_\_

**Refrigerator Details:**

Refrigerator Type: \_\_\_\_\_ Year Received: \_\_\_\_\_

Model Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Location of refrigerator: \_\_\_\_\_

**Maintenance/Cleaning (at minimum annually):**

|  |                        |  |  |  |  |
|--|------------------------|--|--|--|--|
| Motors and coils                           | Date:<br>Completed by: |  |  |  |  |
| Fridge and freezer                         | Date:<br>Completed by: |  |  |  |  |
| Door Seals checked                         | Date:<br>Completed by: |  |  |  |  |
| Calibration of built-in fridge thermometer | Date:<br>Completed by: |  |  |  |  |
| Other                                      |                        |  |  |  |  |

Details: \_\_\_\_\_

**Min / Max Thermometer Maintenance / Replacement schedule (check twice a year)**

|                              |                |               |
|------------------------------|----------------|---------------|
| Thermometer Type:            | Date Received: |               |
| Battery replaced or changed: | Date:          | Completed by: |
| Probes / cables checked:     | Date:          | Completed by: |
| Calibration or replacement:  | Date:          | Completed by: |

Results / Action taken: \_\_\_\_\_

It is recommended that preventative maintenance for refrigerators storing vaccine be performed at least annually by a qualified service technician to ensure the following:

- Evaporator and condensing coils are clean
- Fan motors are running at optimal speed
- Fan blades are clean to reduce drag
- Airflow around the coils is not restricted
- All electrical connections are intact
- No damage or decay in the insulation on suction lines between condensing unit and evaporator coils
- No tears in door sweep and the door seals properly
- Door hinges are intact and lubricated
- Gaskets between panels are not cracked or weathered

Other temperature monitoring devices should be checked at least twice yearly to ensure the devices are functioning correctly. Depending on the replacement cost of the device, it may be more economical to replace the unit rather than calibrating it when temperatures are not displaying accurately. Twice yearly checks should ensure:

- Change batteries twice a year.
- Cables and probes are not damaged

Temperature monitoring devices must be checked at least annually to ensure they are accurate within +/- 1°C or better.

#### Refrigerator Repairs:

- Would be completed as required
- Invoices should be filed with the maintenance log