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):

<table>
<thead>
<tr>
<th></th>
<th>Date:</th>
<th>Completed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motors and coils</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fridge and freezer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Seals checked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calibration of built-in fridge thermometer</td>
<td>Date:</td>
<td>Completed by:</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details: _________________________________________________________________

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

<table>
<thead>
<tr>
<th>Thermometer Type:</th>
<th>Date Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery replaced or changed:</td>
<td>Date:</td>
</tr>
<tr>
<td>Probes / cables checked:</td>
<td>Date:</td>
</tr>
<tr>
<td>Calibration or replacement:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

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