

FREEZER AUDIT

DATA COLLECTION SHEET

INSTRUCTIONS

Complete one data sheet for each freezer unit; audit should reflect current conditions encountered, not future or scheduled work.

Name of person completing audit: _____
 Position: _____
 Contact details: Phone: _____ Email: _____

FREEZER LOCATION

| Campus | Building | Floor | Room / Lab number Include if hallway etc |
|--------|----------|-------|---|
| | | | |

If off campus/not within Institution's control please indicate where located:

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FREEZER DESCRIPTION

| | |
|---|--|
| Type | |
| Manufacturer | |
| Model | |
| Temperature rating | |
| Asset number | |
| Age of the freezer (i.e. when was it purchased?) | |
| Estimated cost of replacing the freezer unit | |
| Name of responsible freezer owner/manager | |
| If the freezer is shared, identify all relevant content owners: | |

FREEZER SET-UP / OPERATION

Respond using Yes, No, DK (Don't know), N/A (Not applicable). Comment as needed.

| | |
|--|--|
| Is the building/freezer area air conditioned? | |
| Is there fire detection/protection (smoke detection or automatic sprinklers)? | |
| Is the freezer area located below ground level (i.e. potential for flooding)? | |
| Is the freezer area secure; i.e. is access controlled? | |
| Describe: (e.g. locks, swipe card access) | |
| Does the freezer have a working audible alarm? | |
| Is the alarm routinely tested (i.e. when was it last tested)? | |
| Is the freezer linked to the institution's monitoring system | |
| If so, does the monitoring system identify high temperature? | |
| If so, does the monitoring system identify loss of power? | |
| If not, why? | |
| Does the freezer send alarms or warning messages to managers? | |
| If so, how? | |
| Do you have a Delegations process for Manager's on leave? | |
| Is the freezer directly wired in to the mains power? | |
| If not, is the freezer's power point exposed and subject to unplugging? | |
| Does the freezer have an uninterrupted power supply? | |
| Is the freezer connected to a back-up power supply? | |
| Does the freezer area (room/lab/etc) have an exposed/unprotected power isolation switch? | |
| Is the freezer covered under a maintenance contract for servicing? | |
| Is there a freezer distress response protocol or a freezer failure action plan? | |
| If freezer door locks are used, are they secured? | |
| Is there a designated back-up freezer for these contents? | |
| Does the freezer/area have an alternative refrigerant source (e.g. CO2 cylinders, dry ice)? | |
| Is there adequate signage on the freezer indicating the content's owner & authorised contact? | |
| Are there after hour/emergency numbers on the freezer? | |
| Are staff/students & contractors aware of emergency response & incident notification procedures? | |
| If the freezer is not located on the institution's property (e.g. university, hospital or other research space), do you have a contract or service agreement in place for support and maintenance? | |

