
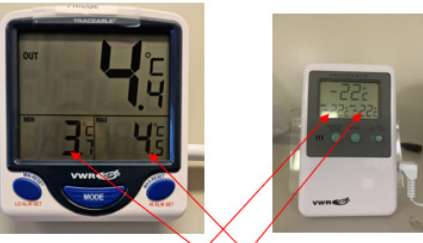





Support Equipment: Refrigerators / Freezers


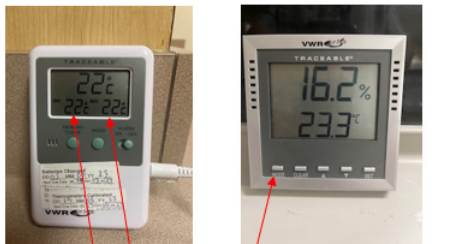
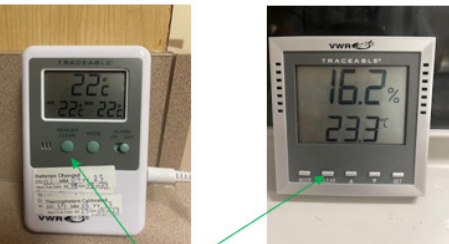


	Steps	Visual Aids	Documentation												
1	Read and record on the log sheet the temperature reading from the independent digital thermometer for each piece of equipment used daily.	 <p style="text-align: center;">Independent Temperature readings</p>	<p>Example: Fridge Temperature reading</p> <table border="1" data-bbox="1068 394 1547 447"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Temp (°C)</th> <th>Min (°C)</th> <th>Max (°C)</th> <th>Initials</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08:30</td> <td>4.4</td> <td>3.7</td> <td>4.5</td> <td>bw</td> </tr> </tbody> </table> <p>Record temp on the row on the applicable date. Document time and your initials.</p>	Date	Time	Temp (°C)	Min (°C)	Max (°C)	Initials	1	08:30	4.4	3.7	4.5	bw
Date	Time	Temp (°C)	Min (°C)	Max (°C)	Initials										
1	08:30	4.4	3.7	4.5	bw										
2	Read and record on the log sheet the min / max temperature range (two temperatures) from the thermometer used daily.	 <p style="text-align: center;">Min / Max readings</p>	<p>Example: Fridge Temperature reading</p> <table border="1" data-bbox="1068 690 1547 743"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Temp (°C)</th> <th>Min (°C)</th> <th>Max (°C)</th> <th>Initials</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08:30</td> <td>4.4</td> <td>3.7</td> <td>4.5</td> <td>bw</td> </tr> </tbody> </table> <p>Ensure readings are within acceptable temperature range. If not within range, investigate and document reason/ actions taken in comment section.</p>	Date	Time	Temp (°C)	Min (°C)	Max (°C)	Initials	1	08:30	4.4	3.7	4.5	bw
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1	08:30	4.4	3.7	4.5	bw										
3	Reset the min/ max temperatures after each reading is recorded.	 <p style="text-align: center;">Clear Min / Max readings</p>	<p>Note: for days when there is no staff available or temperature readings were missed, record the min / max temperature the next day to ensure temperature remained within acceptable range from the last reading.</p>												

Troubleshooting out-of-range temperature readings:

- a. **Door ajar:** investigate if the door on the fridge or freezer has been opened for an extended period of time. Close the door and monitor the temperature. Record the temperature after 2 hours once stabilized. Clear the memory after temperature returns to acceptable range.
- b. **Temperature probe:** Did the temperature probe become dislodged from the Glycerol bottle? Re-seat probe into glycerol and monitor temperature. Retake temperature reading after 1 hour. Clear the memory after temperature returns to acceptable range.
- c. **Thermometer settings:** Did the temperature range reset to the default range on the thermometer? Check and ensure it matches the log temperature range on log sheet. Reset the range and ensure the thermometer is also on the correct mode. Clear memory after corrected.
- d. **Freezer contents:** Were there thawed ice packs or large amount of unfrozen supplies recently added to the freezer? This can cause the temperature to temporarily rise. Monitor temperature for an hour to see if it begins to drop back into range.



Ambient Room Temperature / Relative Humidity readings

Steps	Visual Aids	Documentation																
1	 <p style="text-align: center;">Temperature</p>	<p><i>Note: reset min/max daily (if not applicable enter N/A)</i></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Temp °C (External)</th> <th>Min °C</th> <th>Max °C</th> <th>Temp °C Internal</th> <th>RH</th> <th>Initials</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08:30</td> <td>+ 22</td> <td>+22</td> <td>+22</td> <td>N/A</td> <td>16.2%</td> <td>BW</td> </tr> </tbody> </table>	Date	Time	Temp °C (External)	Min °C	Max °C	Temp °C Internal	RH	Initials	1	08:30	+ 22	+22	+22	N/A	16.2%	BW
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1	08:30	+ 22	+22	+22	N/A	16.2%	BW											
2	 <p style="text-align: center;">Min / Max reading Mode access Min / Max</p>	<p>Ensure readings are within acceptable temperature range. If not within range, investigate and document reason/ actions taken in comment section.</p> <p><i>Note: reset min/max daily (if not applicable enter N/A)</i></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Temp °C (External)</th> <th>Min °C</th> <th>Max °C</th> <th>Temp °C Internal</th> <th>RH</th> <th>Initials</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08:30</td> <td>+ 22</td> <td>+22</td> <td>+22</td> <td>N/A</td> <td>16.2%</td> <td>BW</td> </tr> </tbody> </table>	Date	Time	Temp °C (External)	Min °C	Max °C	Temp °C Internal	RH	Initials	1	08:30	+ 22	+22	+22	N/A	16.2%	BW
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3	 <p style="text-align: center;">Clear Min / Max readings</p>	<p>Note: for days when there is no staff available or temperature readings were missed, record the min / max temperature the next day to ensure temperature remained within acceptable range from the last reading.</p>																
4	 <p style="text-align: center;">Humidity reading (%)</p>	<p>Ensure readings are within acceptable relative humidity range. If not within range, investigate and document reason/ actions taken in comment section.</p> <p>Document reading in the RH column of the log.</p> <p><i>Note: reset min/max daily (if not applicable enter N/A)</i></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Temp °C (External)</th> <th>Min °C</th> <th>Max °C</th> <th>Temp °C Internal</th> <th>RH</th> <th>Initials</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08:30</td> <td>+ 22</td> <td>+22</td> <td>+22</td> <td>N/A</td> <td>16.2%</td> <td>BW</td> </tr> </tbody> </table>	Date	Time	Temp °C (External)	Min °C	Max °C	Temp °C Internal	RH	Initials	1	08:30	+ 22	+22	+22	N/A	16.2%	BW
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5	 <p style="text-align: center;">Humidity reading Mode access Min / Max Clear Min / Max</p>	<p>Note: for days when there is no staff available or relative humidity (%) readings were missed, record the min / max relative humidity (%) in the comment section to ensure relative humidity remained within acceptable limits from the last reading.</p>																