

Resource 2: Refrigerator/Temperature Monitoring Maintenance Log

Year: _____

Directions:

1. Complete activity monthly, quarterly and annually and document completion by initialling the corresponding space on the chart.
2. Vaccine Coordinator should ensure completion and filing of the maintenance log.

Refrigerator Type: _____ Year Received: _____

Maintenance	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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Monthly

Ice build up in freezer has been checked												
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Quarterly

Clean coils and motor												
Clean inside of fridge and freezer												
Check integrity of door seals												

Temperature Gauge Type (e.g., min max, data logger): _____ Year Received: _____

Annually

Calibrate temp gauge												
Ensure batteries are functioning or replace as recommended												
Cables and probes are not damaged												

Repairs

Refrigerator repairs	Date	Completed by	What was repaired

Calibrate temp gauge	Date	Completed by	Results/Action Taken

Other Repair Activities	Date	Completed by	