


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	HVAC	Procedure Number:	HVAC-13
Subject:	Maintenance on Walk-In Coolers, Freezers, and Refrigerators - HSC	Effective Date:	January 1980
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	February 2023

Standard Operating Procedure

Walk-in coolers, freezers and refrigerator maintenance will be performed in accordance with the manufacturer's recommendations and specifications.

Purpose

To ensure a safe and proper temperature of foods or specimens.

Procedure

Quarterly:

1. Check and clean condensing units.
2. Check to ensure that all lights in cooler are working.
3. Check all pressure controls and sight glass.
4. Check door heaters and gaskets.
5. Check evaporator and alarms.
6. Check temperature monitoring for correct setting.
7. Check temperature alarm monitor on the building automation system.
8. Check with Engineers to ensure that alarm has been received.
9. Visual check and listen for unusual noise.