

SITE SURVEY REPORT

Cold Room Maintenance Visit

Prepared for	Ouse Valley Catering Ltd
Date	30 Sep 2026
Site	The Corn Exchange kitchen, Lewes
Prepared by	Y. Achterberg

FORM

Cold Room Maintenance Visit**1. Record details and scope**

Project	The Corn Exchange kitchen, Lewes: cold room maintenance visit (completed example)
Site or premises address	The Corn Exchange, Market Street, Lewes
Client or organisation	Ouse Valley Catering Ltd
Record date	30 Sep 2026
Person completing the record	Y. Achterberg

This is an equipment maintenance record, not a food release decision, F-gas service certificate or authority to work on refrigerant or electrical systems outside competence.

HSE cold-workplace guidance addresses escape from walk-in refrigeration units and assessment of trapped-person alarms. Maintenance must also follow suitable isolation and competent service procedures.

2. Equipment and scope

Cold room ID, model and location	Walk-in chiller CR-01, kitchen back corridor
Competent person and authorisation	Y. Achterberg, refrigeration engineer, Downland Cooling Services (authorisation DCS-ENG-207)
Manufacturer or approved procedure reference	Downland Cooling Services cold room service sheet DCS-CR-02 rev 3 and the manufacturer's manual
Work or inspection scope and exclusions	Six-monthly service of the cold room, door, alarm and evaporator. Excludes the remote condensing unit, serviced separately.

3. Service context

Room duty and operating setpoint	Chilled food store, set point 2 °C
Safe access and isolation reference	Evaporator fans isolated at the local isolator for cleaning, lock DCS-LO-07
Stock protection and authorised service window	Stock moved to the reach-in fridges by kitchen staff. Service window 14:30 to 16:30 between lunch and dinner service.

4. Maintenance checks

Internal door release checked under safe procedure	Acceptable
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Alarm and communication arrangements checked where fitted	Acceptable
Door seals, hinges and closure checked	Action needed
Action, limitation or reason not applicable	Door gasket split at the bottom hinge corner, about 80 mm. Door still closes and latches. Replacement gasket ordered.
Panels, floor condition and ice accumulation checked	Acceptable
Accessible evaporator, guards and drainage checked	Acceptable
Temperature indication and control response checked	Acceptable

Measurement 1: Room air temperature at the centre shelf

Measurement point and parameter	Room air temperature at the centre shelf
Actual result and unit	3.1 °C
Acceptance criterion and source	0 to 5 °C, kitchen food safety procedure
Instrument and calibration reference	Probe thermometer DCS-TP-04, calibration CAL-0426
Comparison	Within criterion

Measurement 2: Display reading compared with probe

Measurement point and parameter	Display reading compared with probe
Actual result and unit	Display 2.6 °C, probe 3.1 °C
Acceptance criterion and source	Within 1 K, service sheet DCS-CR-02
Instrument and calibration reference	Probe thermometer DCS-TP-04
Comparison	Within criterion

Measurement 3: High temperature alarm test

Measurement point and parameter	High temperature alarm test
Actual result and unit	Alarm sounded at 8 °C on the controller test
Acceptance criterion and source	Alarm at set limit of 8 °C, controller settings sheet
Comparison	Within criterion
Cleaning, repairs and specialist referral	Cleaned the evaporator coil and drip tray, cleared the drain line. Gasket replacement to follow.

Condition evidence



5. Handover

Use decision	Available within recorded limits
Repair or follow-up job reference	DCS-JOB-31877 door gasket

6. Actions and review

Are further actions required?	Yes
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Further action 1: Fit the new door gasket. Job DCS-JOB-31877.

Action and evidence reference	Fit the new door gasket. Job DCS-JOB-31877.
Person responsible	Y. Achterberg
Target date	7 Oct 2026
Action status	Open

Further action 2: Kitchen to keep checking the cold room temperature on the daily log until the gasket is replaced.

Action and evidence reference	Kitchen to keep checking the cold room temperature on the daily log until the gasket is replaced.
Person responsible	Head chef
Target date	7 Oct 2026
Action status	In progress
Outstanding limitations and information to pass on	Remote condensing unit not part of this visit. Door gasket still to be replaced.

Record status	Ready for review
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Reviewed by	M. Delaney, head chef
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Review date	30 Sep 2026
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Author signature	
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Y. Achterberg

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.