

Cold Room Maintenance Visit

A cold room maintenance record covering room condition, escape arrangements, approved operational checks, temperatures, defects and service handover.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

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 *

Competent person and authorisation *

Manufacturer or approved procedure reference *

Work or inspection scope and exclusions *

3. Service context

Room duty and operating setpoint *

Safe access and isolation reference *

Stock protection and authorised service window

Record the agreed arrangements for stored goods and who controls the decision. Do not infer product acceptability from a maintenance check.

4. Maintenance checks

Internal door release checked under safe procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Alarm and communication arrangements checked where fitted * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Door seals, hinges and closure checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Panels, floor condition and ice accumulation checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Accessible evaporator, guards and drainage checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Temperature indication and control response checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Measurement (copy this block for each one)

Measurement point and parameter *

Actual result and unit *

Acceptance criterion and source *

Instrument and calibration reference

Comparison * (choose one)

☐ Within criterion ☐ Outside criterion ☐ Unable to assess

Exception and response * (if applicable)

Cleaning, repairs and specialist referral

Condition evidence (photos: attach, or note the file names)

5. Handover

Use decision * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Repair or follow-up job reference

Condition and defect evidence (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

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