

Emergency Cold Room Breakdown Checklist – Free PDF Download

A printable step-by-step guide showing exactly what staff should do during the first 30 minutes after refrigeration failure.

1. THE FIRST 30 MINUTES: CRITICAL ACTION PROTOCOL

- Minute 0–5: Complete Thermal Seal Lockdown**
Immediately order all staff out of the unit and completely lock down structural doors. Do not open for stock checks; maintaining localized pressure stops air exchange, extending the thermal hold time up to 4–6 residual insulation hours.
- Minute 5–15: Capture Thermostat & Error Code Logs**
Inspect the digital controller screen (e.g., Dixell, Carel, Eliwell). Transcribe the current internal temperature readout alongside flashing diagnostic alarm registers (e.g., "HA", "E1", "LA") to assist incoming engineers.
- Minute 15–25: Check Main Sub-Panel Circuit Breakers**
Safely open the facility's main electrical distribution board. Verify if breakers for the condensing unit compressor plant or evaporator fan boxes have dropped to the "OFF" position. Reset once; if it trips again, leave it off.
- Minute 25–30: Categorise High-Value Stock Segments**
Assess product susceptibility. Map raw proteins, fresh seafood, or specialized pharmaceuticals for first-priority salvage paths. Clear transport corridors and prepare emergency dry ice or secondary holding units.

2. IMMEDIATE FIELD OUTAGE REFERENCE LOG

Cold Room Asset ID:	_____	Initial Outage Temp:	_____ °C
Outage Discovered At:	____ : ____ AM / PM	Duty Officer Signature:	_____

3. 24/7 HVACR ENGINEERING ESCALATION

Primary Emergency Support Desk:
Cold Room Plus Ltd — HVACR Sector Division
SLA Priority Level: Commercial 24/7 Rapid Breakdown Dispatch Line

CALL DISPATCH CENTRALLY
+44 7445 699 925

Recommended Action: Print this critical document out, laminate it, and mount it securely directly beside your cold storage digital thermometer interface.