

FREE Emergency Cold Room Breakdown Checklist

A printable one-page checklist showing exactly what staff should do during the first 30 minutes of any refrigeration emergency.

1. 30-MINUTE CHRONOLOGICAL CONTAINMENT ACTIONS

- Minute 0–5: Complete Thermal Lockdown**
Immediately order all staff out of the unit and seal structural doors tightly. Hang an emergency outage tag on the exterior latch. Keeping air exchange blocked completely extends internal cooling containment for up to 4–6 hours.
- Minute 5–15: Record Active Control Panel Telemetry**
Locate the digital control interface framework. Transcribe the current internal temperature readout alongside flashing active fault registers or alphanumeric error logs (e.g., Dixell / Carel system alerts like "HA", "E1").
- Minute 15–25: Safely Inspect Distribution Panel Board**
Open your facility's electrical distribution box carefully. Verify whether breakers corresponding to the condensing unit compressor plant or evaporator fan modules have tripped to "OFF". Attempt one reset maximum.
- Minute 25–30: Map High-Value Spoilage Segments**
Categorize stock by preservation requirements. Isolate raw proteins, seafood, or temperature-critical pharmaceutical batches. Plan physical retrieval tracks or secondary backup unit paths should cooling fail to return.

2. IMMEDIATE SITE INCIDENT FIELD LOG

Cold Room Unit ID:	_____	Discovery Temperature:	_____ °C
Incident Identified At:	____ : ____ AM / PM	Inspected By (Name):	_____

3. 24/7 HVACR ENGINEERING ESCALATION ROUTING

Primary Emergency Contractor:
Cold Room Plus Ltd — HVACR Sector Maintenance Division
SLA Window: Priority Commercial Outage Rapid Emergency Dispatch

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+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.