# Free Commercial Freezer Room Maintenance Checklist

A printable routine-check sheet for businesses to monitor freezer conditions, spot warning signs and keep maintenance records.

**How to use this checklist**
Complete daily checks at the frequency set by your site procedures. Record actual readings, report faults promptly and arrange qualified professional support when required. Keep completed sheets with your site maintenance records.

## Site and equipment details

| | |
|---|---|
| **Business / site:** _____ | **Freezer room ID:** _____ |
| **Location:** _____ | **Person responsible:** _____ |
| **Month / year:** _____ | **Approved target range:** _____ |

## 1. Daily temperature record

Enter the approved target range for this specific freezer. Record the actual displayed or independently checked reading, as required by your site procedure. Do not treat example values as recommended settings.

| Date | Time | Target range / set point | Actual reading | Initials | Action / notes |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |

## If a reading is outside the approved range

Follow your site's product-safety and escalation procedure. Check whether the door has been left open or airflow is obstructed, record the action taken, and contact the responsible supervisor or qualified refrigeration engineer. Do not ignore repeated alarms or unexplained temperature changes.

## 2. Daily visual and operational checks

| Check | Status | Notes / action required |
|---|---|---|
| ■ Temperature display is readable and shows no active fault or alarm. | ■ OK ■ Action | |
| ■ Door closes fully; seals are clean, intact and making good contact. | ■ OK ■ Action | |
| ■ Door is not being held open unnecessarily and access is not obstructed. | ■ OK ■ Action | |

| | | |
|---|---|---|
| ■ Air intake and discharge around the evaporator are clear. | ■ OK ■ Action | |
| ■ Stored products and shelving do not block airflow paths. | ■ OK ■ Action | |
| ■ No unusual ice build-up, water pooling or blocked drain is visible. | ■ OK ■ Action | |
| ■ No unusual noise, vibration, smell or visible equipment damage is noticed. | ■ OK ■ Action | |

# Inspection, Fault & Service Records

Use these sections to record warning signs, arrange professional inspections and track completed maintenance.

## 3. Warning signs and fault reporting

| Warning sign | Practical response / record | Reported? |
|---|---|---|
| Temperature fluctuation | Record the reading and time; check the alarm history and report recurring changes. | ■ Yes ■ No |
| Damaged or worn door seals | Note the location and arrange repair if the seal no longer closes correctly. | ■ Yes ■ No |
| Unusual compressor or fan noise | Record when it occurs and request assessment by a qualified engineer. | ■ Yes ■ No |
| Iced evaporator coils | Record visible ice build-up; do not chip coils or attempt unauthorised defrost repairs. | ■ Yes ■ No |
| Dirty or obstructed condenser | Keep the area clear; arrange cleaning and inspection under the maintenance plan. | ■ Yes ■ No |
| Water or blocked drainage | Record pooling or leaks and arrange investigation to prevent slips or equipment issues. | ■ Yes ■ No |
| Suspected refrigerant leak | Keep clear, follow site emergency procedures and contact a qualified refrigeration professional. | ■ Yes ■ No |

### Fault report

| | |
|---|---|
| **Date / time:** _____ | **Reported by:** _____ |
| **Fault / alarm / warning:** _____ | |
| **Temperature or product impact:** _____ | |
| **Immediate action taken:** _____ | |
| **Engineer / supervisor contacted:** _____ **Follow-up date:** _____ | |

## 4. Professional inspection and service record

| Service date | Inspection / work completed | Engineer / company | Next due |
|---|---|---|---|
| | | | |
| | | | |
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| | | | |

## 5. Maintenance notes and sign-off

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|---|---|
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| | |
|---|---|
| **Completed by:** _____ | **Date:** _____ |
| **Supervisor review:** _____ | **Next review due:** _____ |

**Important safety note:** This checklist is a record-keeping aid, not a substitute for the manufacturer's instructions, site risk assessment or statutory requirements. Refrigerant handling, electrical testing and repairs must only be carried out by appropriately qualified and authorised professionals. Follow your site's food/product safety procedures whenever temperature control is affected.