# Freezer Room Service Record Template

A printable record for logging inspections, temperature concerns, repairs, refrigerant-related checks where applicable and follow-up actions.

**How to use this record**
Create a separate entry for each inspection, service visit or fault. Record dates, findings, work completed and any action still outstanding. Keep supporting reports and certificates with this log. Refrigerant work and electrical testing must be completed by appropriately qualified and authorised personnel.

## 1. Site and equipment details

| | |
|---|---|
| **Business / site:** _____ | **Freezer room ID:** _____ |
| **Site address:** _____ | **Equipment make / model:** _____ |
| **Serial number:** _____ | **Person responsible:** _____ |
| **Approved temperature range:** _____ | **Record period:** _____ |

## 2. Inspection and service visit log

| Date / time | Inspection / service type | Findings / condition | Engineer / company | Report ref. |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 3. Temperature issue record

| Date / time | Target range / set point | Actual reading | Alarm / issue | Action taken / stock impact |
|---|---|---|---|---|
| | | | | |
| | | | | |

| Date / time | Target range / set point | Actual reading | Alarm / issue | Action taken / stock impact |
|---|---|---|---|---|
| | | | | |
| | | | | |

# Repairs, Refrigerant Checks & Follow-up

Continue the record below for work completed, specialist checks and actions that need monitoring.

## 4. Repair and work completed

| Date | Fault / work required | Repair / parts replaced | Completed by |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## 5. Refrigerant and specialist checks (where applicable)

Complete only the checks relevant to the system and service scope. Refrigerant handling, leak testing and related work must be undertaken by appropriately qualified personnel. Record the engineer's documentation or certificate reference.

| Check / record | Details / result | Engineer / qualification or report reference |
|---|---|---|
| System / refrigerant type | | |
| Leak check carried out? ■ Yes ■ No ■ N/A | | |
| Work / readings recorded by engineer | | |
| Refrigerant added / recovered (if applicable) | | |
| Record / certificate reference | | |

## 6. Follow-up action tracker

| Action required | Responsible person | Due date | Completed date / evidence | Status |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Action required | Responsible person | Due date | Completed date / evidence | Status |
|---|---|---|---|---|
| | | | | |

## 7. Sign-off and supporting documents

| | |
|---|---|
| **Service engineer:** _____ | **Date:** _____ |
| **Site representative:** _____ | **Next service due:** _____ |
| **Documents attached:** ■ Service report ■ Test record ■ Certificate ■ Other: _____ | |

**Important:** This template is a record-keeping aid and does not replace manufacturer instructions, site procedures, statutory records or professional advice. Follow the site's temperature-control and product-safety procedures. Have refrigeration and electrical work performed by suitably qualified and authorised professionals.