Cold Room Maintenance Log & Inspection Checklist

Printable record sheet for routine temperature checks, fault reporting, servicing and repairs.

Site / Business: _____	**Cold room ID / Location:** _____
Person responsible: _____	**Month / Year:** _____

1. Daily temperature record

Record readings at the frequency required by your site procedures and product specifications. Enter the approved target range for this room; do not use a generic temperature as a substitute.

Date	Time	Target temp. (range / set point)	Actual temp. (reading)	Initials	Action / notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

If a reading is outside the approved range: follow your site's food/product safety procedure, record the action taken, and contact the responsible engineer or supervisor where needed.

Inspection, Fault & Service Records

Complete the relevant sections when checks identify an issue or when maintenance is carried out.

2. Routine inspection checklist

Check	Pass / action needed	Notes
■ Door closes properly; seals are clean, intact and making good contact.	■ Pass ■ Action	
■ No visible damage, gaps, moisture ingress or deterioration to insulated panels.	■ Pass ■ Action	
■ Evaporator and condenser areas are clear; airflow is not obstructed.	■ Pass ■ Action	
■ Coils are free from unusual ice build-up; defrost operation appears normal.	■ Pass ■ Action	
■ Drain lines and drain outlets are clear and free-flowing.	■ Pass ■ Action	
■ Fans, compressor and equipment are operating without unusual noise or vibration.	■ Pass ■ Action	
■ Temperature display, sensors and alarms appear to operate correctly.	■ Pass ■ Action	
■ No visible oil staining or suspected refrigerant leak; report concerns to a qualified engineer.	■ Pass ■ Action	

3. Fault report

Date / time reported: _____	**Reported by:** _____
Fault / warning observed: _____	
Temperature / operating impact: _____	
Immediate action taken: _____	
Person / engineer contacted: _____ **Follow-up required:** ■ Yes ■ No	

4. Service & repair history

Service date	Work carried out / parts replaced	Engineer / company	Next service due

5. Repair notes / follow-up actions

Important: This log is a record-keeping aid, not a substitute for the manufacturer's instructions, site risk assessment, statutory checks or work by suitably qualified refrigeration and electrical professionals. Do not attempt refrigerant or live electrical work unless appropriately qualified and authorised.