

..... Freezer Maintenance Checklist

Freezer maintenance should be performed regularly to safeguard samples, keep your freezer healthy, and optimize efficiency. Coordinate with other users of this unit to **track regular preventative maintenance duties** with this dry-erase sheet that can be reused every year.

OWNER (Name & Computing ID): _____

LABS USING THIS FREEZER: _____

YEAR: _____

*The details below are general recommendations. Please adhere to the guidelines in your freezer manual first and foremost. Consult your manual to learn about additional maintenance that may need to be performed.
Do not perform maintenance on a unit without consulting with its owner first.*

DATE	INITIALS	MAINTENANCE DETAILS
		FREEZER COILS: Remove/open the grille in the front of the freezer to access the coils. Remove accumulated dust on freezer coils with a vacuum, duster, or a gloved hand. Make sure to move with the direction of the coils. Most freezers have coils in the front of the freezer. Clean your coils every 6 months.
		FILTER: Remove/open the grille to remove the freezer filter. Filters are usually located directly on the grille. Rinse or vacuum the freezer filter. If rinsing the freezer filter, allow the freezer filter to fully dry before placing the filter back in the grille. Purchase a new filter if it begins to show signs of significant wear and tear. Clean your freezer filter every 3-6 months.
		REMOVE ICE: Check door seals for any ice buildup. If there is ice, gently wipe away at the ice with a cloth or soft brush. If ice has hardened, carefully chip away using an ice scraper. Do not use any blunt objects to remove ice. Replace seals that show signs of significant wear and tear. Check for ice buildup every time you use the freezer and remove it as needed.
		DEFROST: If the freezer has built up more than 1/8" of ice, the unit becomes much more inefficient and can compromise sample integrity. When defrosting a freezer, make sure to allow one day for ice to thaw and melt. Use plenty of towels and ice bins to prevent flooding. Defrost your unit once every six months or year.
		LET IT BREATHE: If possible, place your freezers near an air vent to allow for proper air circulation. Do not store items on top of your freezer as it causes heat to build up behind the freezer and can overwork the compressor. Reorganize to make sure your freezer isn't crowded once a year.
		INVENTORY: Eliminate old unneeded samples from freezers to promote space efficiency. This should be done annually or any time someone is leaving the lab.

TIPS + TRICKS FOR COLD STORAGE MAINTENANCE:

- Do you need an **ice scraper, rubber mallet, and insulated gloves** to help you de-ice your ULT? You can borrow them from the Green Labs Program! Just email greenlabs@virginia.edu for support.
- Participating in the **International Freezer Challenge** is a great way to track your preventative maintenance on cold storage units and reduce their footprint. Email greenlabs@virginia.edu to sign up.
- **Need help?** Scan the QR code to learn more! <https://www.freezerchallenge.org/freezer-maintenance-info.html>

