Walk-in Cold Room and Freezer Checklist

University of Idaho
Environmental Health and Safety

Introduction: Walk-in cold rooms and freezers play a key role in the University research program, but they can also cause serious problems and safety concerns when they are not maintained properly. These units are extremely important for the storage and protection of temperature sensitive research materials. This checklist is a tool that personnel can use to help maintain walk-in coolers and freezer units in good working order and to prevent the development of safety hazards and possible damage to the units and/or its contents. Steps need to be taken as soon as possible to correct items on the checklist that are identified to be problematic.

Criterion	Yes	No	Comment
Materials stored in leak resistant containers or other secondary containment.			
Containers labeled with contents, date, owner and contact information.			
Department controls entry and maintains an inventory or log to track users of and materials stored in the unit.			
Shelving made of durable, corrosion-resistant materials that can be easily cleaned and maintained (no wood).			
Shelving secured to walls or otherwise made stable. Racks with chemicals must have lips at the edges.			
Electrical and lighting fixtures are Facilities-approved and in good working condition; GFCI outlets tested and operational.			
Fan unit is **NOT** blocked with materials or shelving.			
Unit is **NOT** overcrowded and there is sufficient access throughout the space.			
Unit is used for authorized materials and equipment only; no storage of unused equipment, personal items, etc.			
Unit is **NOT** used as a break room, office space or laboratory space.			
Unit is **NOT** used for storage of food to be consumed or sold for consumption by humans.			

This form is filed by the department.