

Human Immunology Center Core Laboratory
David H. Smith Center for Vaccine Biology and Immunology
Aab Institute of Biomedical Sciences

STANDARD OPERATING PROCEDURE: Operation and Maintenance of the Refrigerator

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1. Purpose/Scope:

The purpose of this procedure is to outline the operation and maintenance of the refrigerators located in the Human Immunology Core Laboratory (HIC).

2. General Policy:

The HIC will adhere to the specific guidelines recommended by the manufacture for the use and maintenance of the refrigerators. The specific policy will be outline below for use and care of the refrigerators. This will also include the proper documentation indicating that the maintenance recommended has been completed and also tracking of any issues or problems with the refrigerator on the maintenance log worksheet

3. Specific Policy**3.1. Installation of the Refrigerator**

3.1.1. Reference the operation manual for the specific installation procedure of the refrigerator.

3.1.1.1.The refrigerator should be installed so there is 3 inches of space on all sides to allow for adequate airflow.

3.1.1.2.The refrigerator should be level to function properly.

3.2. Operation of the Refrigerator

3.2.1. Reference the specific refrigerator manual for operation

3.2.1.1.Record all relevant information on the current maintenance log worksheet located on the refrigerator.

3.2.1.2.Do not overload the refrigerator. Allow for adequate airflow through out the unit. Allow at least 1 inch of space between items.

3.2.1.3.A clean glove should be worn on the hand opening the refrigerator door. After each use spray door handle with Vesphene.

3.2.1.4.Verify the temperature before use to meet procedural requirements for the material being placed in the refrigerator.

3.2.1.5.Verify proper maintenance has been performed as documented on the maintenance log worksheet located on the refrigerator door.

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3.2.2. Maintenance of the Refrigerator

3.2.2.1. Daily

- 3.2.2.1.1. Record the temperature daily from the temperature display on the digital thermometer on the top of the refrigerator or tabletop.

3.2.2.2. Yearly

- 3.2.2.2.1. Clean the inside and outside of the refrigerator with 70%EtOH and then Vesphene.

Reference:

Frigidaire Use and Care Manual
GE Owner’s Manual and Installation Instructions

Attachments:

Maintenance Log Worksheet

Revision History

Version	Change	Impact	Justification	Change Date:
Legacy	No sign off	New/HIC startup		12/16/05
HIC-4-0017	New	Glove policy	Control document management system	01/09/07