

Appendix 5: Blood Fridge Maintenance Record. Blood fridge maintenance procedures must be performed according to the schedule above.

Record all results on the form

Fridge location / identification:	Hospital Name:	Asset No:	Month	Year
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Daily maintenance checks	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	
Record blood fridge temperature from digital display or internal thermometer (Acceptable Range 2–6° C) (Record temperature)																																
Check temperature recording chart for out of range spikes (✓) Document reasons for spikes on temperature chart and in Problem Log below.																																
Check fridge for blood that can be returned to the transfusion provider. Segregate blood and contact transfusion service for return (including advice on packing and transportation of blood as required). (✓)																																
Initials of staff member performing check (Initials)																																

Maintenance checks (define period with a minimum requirement as outlined in AS3864)(See procedure on right)	Week	1	2	3	4	5	BLOOD FRIDGE MAINTENANCE PROCEDURES
	Date						TEMPERATURE CHART
Change temperature chart (✓)							Weekly temperature chart (circular type)- Open cover, remove old chart. Check chart for conformance during previous 7 days, date and sign. Date new chart, identify fridge/hospital, sign and place on recorder. Ensure that day and time are correct with pen recorder position. Adjust if necessary. Ensure pen tip is touching chart. Close and lock cover. Other types of temperature chart–Check chart conformance daily and change as required.
Test all alarms to ensure correct functioning	Audible (✓)						
	Visible (✓)						
	Power Loss (✓)						
	Remote Alarm(✓)						
Initials of staff member performing check (Initials)							ALARM TEST
							Audible: Push test button and ensure audible alarm (e.g. beep or siren) is functioning. Visible: Push test button and ensure visible alarm (e.g. flashing light) is functioning. Power loss: Turn power off at wall switch or main switch if accessible. Ensure alarms function. Remote alarm: Push test button and ensure remote alarm system(s) is functioning.
							ALARM HIGH AND LOW TEMPERATURE ACTIVATION CHECKS
							Some newer fridges have an automated process for these tests. Older fridges require a manual checking process as detailed below. Please refer to the fridge manufacturer's manual on how to do this.

Maintenance checks (define period with a minimum requirement as outlined in AS3864)(See procedure on right)				BATTERY BACKUP CHECK – refer to manufacturer's instructions
Task	Date	Pass(✓)/ Fail(✓)	By (Initials)	Please handle probes carefully for the following checks (once completed carefully replace probes) <ul style="list-style-type: none"> High temperature alarm: Remove probe from container. Insert into a small container of room temperature water. Ensure alarm is activated as temperature rises above 5.5°C. Low temperature alarm: Remove probe from container. Insert into a small container of iced water. Ensure alarm is activated as temperature falls below 2.5°C.
Battery backup check		Pass...../ Fail.....		
High Alarm activation check		Pass...../ Fail.....		
Low Alarm activation check		Pass...../ Fail.....		
Check door seals & clean internally		Performed:.....		

Problem log (Record problems, dates and corrective actions taken (continue on reverse if required))	Copy Sent to Partner Transfusion Laboratory	Name	Sign	Date
	Reviewed by Laboratory (Lab use Only)	Name	Sign	Date