FREEZER/REFRIGERATION (WHS-P011)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure discusses the process that is used by the warehouse to monitor the condition of the warehouse freezer.

2.0 RESPONSIBILITY:

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Worker

3.0 APPROVAL AUTHORITY

3.1 Director of Purchasing Signature

4.0 DEFINITIONS:

4.1 None

5.0 PROCEDURE:

- 5.1 Record and log daily the temperature of freezer
 - 5.1.1 Note outside and inside temperatures along with the times
- 5.2 Inspect inside and outside of the units
 - 5.2.1 Look for the fans to be moving
 - 5.2.2 Look for ice buildup
 - 5.2.3 Look for liquid on the ground

6.0 ASSOCIATED DOCUMENTS:

6.1 Log

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Site Delivery Reports	File Cabinet	1 year	Discard as desired	Secured Warehouse

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8.0 REVISION	ONS:
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<u>Date</u> :	Rev.	<u>Description of Revision</u>
12/13/04	Α	Initial Release
7/2/07	В	Added Current Status of Procedure to Heading - Temporarily Shut Down
12/16/08	С	Reactivate procedure

* * * End of procedure * * *