OPERATOR ROUNDS

Cold storage temperature log

A per-shift temperature log for walk-in coolers, freezers and cold rooms: the display reading, an independent thermometer reading and a product temperature against your limits, a short condition check of door seals, ice build-up, drains and alarms, and a corrective action when a reading is out of range.

How often: **Every shift** Who: **Operator** **About 5 min** **19 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- A general log. It makes no claim about what any regulation requires: the temperature limits, the reading frequency and how long to keep the records come from your product specifications, your food safety or quality plan and the unit manufacturer, so enter those limits before the first reading.
- Record two temperatures, not one: the unit's own display and an independent calibrated thermometer placed where the product sits. A display that reads fine while the product is warm is the failure this log is meant to catch.
- Run it per unit so each cooler, freezer or cold room has its own history. A reading outside the limit becomes a corrective action with an owner, and a repeat of the same unit becomes a work order on the unit, not another line in the log.

Unit

NO.	ITEM	RESULT	NOTES
1	**Scan the unit's tag**	☐ Visited	
2	**Unit and location**	_____	
3	**Unit type**	☐ Walk-in cooler ☐ Walk-in freezer ☐ Reach-in or display unit ☐ Cold room or warehouse	

Readings

NO.	ITEM	RESULT	NOTES
4	**Air temperature on the unit display** Set the limits from the product specification or your food safety or quality plan.	_____ °C Limit _____	
5	**Air temperature on the independent thermometer** Same limits as the display reading; a gap between the two readings is a finding in itself.	_____ °C Limit _____	
6	**Product or probe temperature** Leave blank if the plan does not call for a product reading at this check.	_____ °C Limit _____	
7	**Data logger or chart recorder running and in range since the last check**	☐ Pass ☐ Fail ☐ N/A	

Condition

NO.	ITEM	RESULT	NOTES
8	**Door closes fully; gaskets and seals intact, no gaps or torn sections**	☐ Pass ☐ Fail ☐ N/A	
9	**No ice build-up on the evaporator coil, fans, door frame or ceiling**	☐ Pass ☐ Fail ☐ N/A	
10	**Evaporator fans running and air can circulate: product off the floor and clear of the coil**	☐ Pass ☐ Fail ☐ N/A	
11	**Condensate drain clear; no water pooling or ice on the floor**	☐ Pass ☐ Fail ☐ N/A	
12	**Strip curtains or air curtain in place and intact**	☐ Pass ☐ Fail ☐ N/A	
13	**High-temperature alarm and interior light work; door release opens from inside**	☐ Pass ☐ Fail ☐ N/A	
14	**No unusual compressor noise, short cycling or frost on the suction line**	☐ Pass ☐ Fail ☐ N/A	
15	**Floor, shelving and door handles clean; no spills or damaged packaging**	☐ Pass ☐ Fail ☐ N/A	

Result

NO.	ITEM	RESULT	NOTES
16	**Photo of any reading out of range or defect found**	☐ Photo taken	
17	**Corrective action taken** For an out-of-range reading: what was done with the product, who was told, and when the unit will be rechecked.	_____ _____	
18	**Result**	☐ Within limits ☐ Out of limits: corrective action taken and recheck due ☐ Out of limits: product moved and unit reported	
19	**Operator**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/cold-storage-temperature-log.