



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 522  
VERSION: 2

## **SUBJECT: REFRIGERATORS, MEDICATION AND NON-MED**

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### **POLICY:**

All refrigerators and freezers are to be inspected and serviced on a regular basis, as per The Department of Public Health, The Joint Commission, manufacturers specifications and the Preventative Maintenance Program for each piece of equipment.

### **PURPOSE:**

To ensure that all medication and non-medication refrigerators and freezers are working to maximum efficiency and that all medications are being stored at the proper temperature.

### **PROCEDURE:**

The technician will follow all procedures set forth in the manufacturers specifications, The Department of Public Health, The Joint Commission and the Preventative Maintenance Program for each piece of equipment.

Prior to entering any medication room or locked area, follow the Facilities policy on “Entering Locked Areas” .

Refrigeration Shop will adhere to the following:

1. Refrigeration and freezer temperatures will be checked on a regular basis, to ensure the contents are being stored at the proper temperature, and noted on the work order sheets.
2. Medication refrigerators and freezers will be inspected, cleaned and serviced on a monthly basis. This is to ensure reliable operation and that all medications are being stored at the proper temperatures: Refrigerators between 2c - 8c, and freezers between -15c to -30c.
3. Non-medication refrigerators/freezers will be inspected, cleaned and serviced on no less than a quarterly basis. Refrigerator temperatures should be between 2c - 5c, and freezers below -1c.
4. The refrigeration shop will maintain an inventory of replacement parts. This is necessary to expedite any repair to the equipment, should it fail.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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