**Blood Fridge Maintenance Record**

South Australian Public Hospitals Retention Disposal Schedule requires this form to be archived and stored for 20 years by the health unit.

### Daily maintenance checks
(See procedure on right)

- **Record blood fridge temperature from digital display (Acceptable Range 2-6°C)**
- **Check temperature recording chart operation and for out of range temps or spikes**
  - Document any out of range temps in Problem Log below.
- **Check fridge for red blood cells that can be returned to the Transfusion Service**

**Initials of staff member performing check:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Pass (/) / Fail ()</th>
<th>By (Initials)</th>
</tr>
</thead>
</table>

### Weekly maintenance checks
(See procedure on right)

- **Check fridge for bottled blood products that can be returned**
- **Temperature chart copy sent to Partnering Transfusion Laboratory**
- **Test all alarms to ensure correct functioning**
  - Audible
  - Visible
  - Power Loss
  - Remote Alarm

**Initials of staff member performing check:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Pass (/) / Fail ()</th>
<th>By (Initials)</th>
</tr>
</thead>
</table>

### Monthly maintenance checks
(See procedure on right)

- **Battery backup check**
- **High Alarm activation check**
- **Low Alarm activation check**
- **Check door seals**
- **Cleaned internally**

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Pass (/) / Fail ()</th>
<th>By (Initials)</th>
</tr>
</thead>
</table>

### Problem log
Record problems, dates and corrective actions taken (continue on reverse if required) / Note SLS number if logged.

### BLOOD FRIDGE MAINTENANCE PROCEDURES
(See CHSALHN Blood and Blood Product Inventory Manual for full procedure)

- **TEMPERATURE CHART**
  - [CHECK DAILY – REPLACE WEEKLY]
  - Weekly temperature chart (circular type): Open cover, remove old chart. Check chart for out of range temperatures or spikes 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 charts – Check chart operation and conformance daily and change as required.

- **ALARM TEST**
  - [PERFORM WEEKLY]
  - 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.
  - Send copy of Temperature Chart to Partnering Transfusion Laboratory

- **HIGH AND LOW TEMPERATURE ACTIVATION CHECKS**
  - [PERFORM MONTHLY]
  - High and low temperature alarm checks MUST be performed monthly.
  - Please handle probes carefully for the following checks (once completed carefully replace probe)
    - **High temperature alarm:** Remove probe from container. Insert into a small container of room temperature water. Ensure alarm is activated as temperature rises above 5.9°C.
    - **Low temperature alarm:** Remove probe from container. Insert into a small container of iced water. Ensure alarm is activated as temperature falls below 2.9°C.

- **BATTERY BACKUP CHECK**
  - [PERFORM MONTHLY]
    - Turn power to blood fridge off, alarm should light up and sound.
    - Any spike on temp chart coinciding with power off/on must be reported to SA Pathology Calibration and Testing Laboratory (see Blood and Blood Product Inventory Manual)
    - (See manufacturer instructions for non Sanyo / Panasonic refrigerator testing methods)

### CORRECTIVE ACTION MUST BE TAKEN IF ANY BLOOD FRIDGE MAINTENANCE TEST FAIL

### VERIFICATION

**Copy Sent to Partnering Transfusion Laboratory (must be monthly)**

<table>
<thead>
<tr>
<th>Name of site Quality Delegate</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed by Laboratory (Lab use Only)</td>
<td>Name</td>
</tr>
<tr>
<td>Reviewed by NUM/DONM</td>
<td>Name</td>
</tr>
</tbody>
</table>