

# Freezer Maintenance Guide



## Monthly

### De-ice and check seal

- Place towels around freezer.
- Scrape away ice build-up from around doors and shelves with an ice scraper and gloves.
- Clear frost from rubber seals and gaskets with brush – if the frost is too hard, fully defrost freezer and then remove.
- Once de-iced, check seals by closing the door on a piece of paper. If the paper falls, the gasket is not well sealed and should be replaced.

## Quarterly

### Clean filters and coils

- Clean air filter four times a year, or replace as needed. To do this, remove filter and vacuum or rinse with water.
- If condenser coils are dirty, arrange for a qualified clean.

## Annually

### Defrost freezer

- Notify all lab users in advance to relocate samples.
- Notify control office that freezer will be turned off, if freezer is on an alarm system.
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- Manually remove as much ice as possible. Clean frost from seals and gaskets with a brush.
- Turn off freezer, unplug, open the door, and place towels around freezer to soak up melted water.
- Once defrosted, wipe out all moisture internally and externally.
- Plug freezer back in and allow it to reach temperature before transferring samples.

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