How To Record Refrigerator Temperatures (°C)

RECORD TEMPERATURES TWICE A DAY. KEEP REFRIGERATOR AT 2.0°C – 8.0°C.

Step 1

A. Record time next to the day of the month:
   - a.m. temperatures before opening the refrigerator.
   - p.m. temperatures about an hour before the office closes to allow time for corrective actions.

B. Record your initials.

8:00 a.m. NN
4:00 p.m. TP

Step 2

A. Record CURRENT, MIN, and MAX temperatures from the thermometer.

If your thermometer looks different, refer to manufacturer’s instructions.

CURRENT  MIN  MAX
2.4  -0.6  4.6

B. Find temperatures on the list of ranges to see if they are OK, TOO WARM (8.1°C & warmer), or TOO COLD (1.9°C & colder).

C. Circle any temperatures you recorded that are TOO WARM or TOO COLD.

CURRENT  MIN  MAX
2.4  -0.6  4.6

This MIN is TOO COLD even though CURRENT and MAX are OK!
How To Record Refrigerator Temperatures (°C) contd.

TAKE CORRECTIVE ACTIONS & DOCUMENT TEMPERATURES THAT ARE TOO WARM OR TOO COLD!

**Step 3**

A. Press MEMORY CLEAR/RESET button(s) on thermometer.

B. Follow steps for one of the three ranges.

**MAX TOO WARM**

- Take action steps on log (different for a.m. and p.m. recordings).

**ALL OK**

- Done. Skip Step 4.

**MIN TOO COLD**

- Take action steps on log.

**Step 4**

Document actions for temperatures that were TOO WARM or TOO COLD on the next page.

**A. Read and Acknowledge**

- Write in full names and initials.
- The on-site supervisor must review the log and write in full name with signature.

**REMEMBER:** The Vaccine Coordinator is required to review logs weekly.

**File and keep log for 3 years.**