SITE survey. APP

SITE SURVEY REPORT

Cold Room Maintenance Visit

Prepared for	Ouse Valley Catering Ltd
Date	30 Sep 2026
Site	The Corn Exchange kitchen, Lewes
Prepared by	Y. Achterberg

FORM

Cold Room Maintenance Visit

1. Record details and scope

Project	The Corn Exchange kitchen, Lewes: cold room maintenance visit (completed example)
Site or premises address	The Corn Exchange, Market Street, Lewes
Client or organisation	Ouse Valley Catering Ltd
Record date	30 Sep 2026
Person completing the record	Y. Achterberg

This is an equipment maintenance record, not a food release decision, F-gas service certificate or authority to work on refrigerant or electrical systems outside competence.

The Provision and Use of Work Equipment Regulations 1998 (PUWER), regulation 5, require the refrigeration plant to be maintained in efficient working order and good repair. BS EN 378 (Refrigerating systems and heat pumps, safety and environmental requirements) covers safe maintenance, and where the system holds F gas the retained Regulation (EU) No 517/2014 sets leak checks (article 4) and records (article 6), and work on the refrigerant circuit needs an F gas certified engineer. HSE guidance on walk-in cold stores addresses escape from inside and trapped-person alarms. Follow suitable isolation and competent service procedures.

2. Equipment and scope

Cold room ID, model and location	Walk-in chiller CR-01, kitchen back corridor
Technician competence or authorisation reference	Y. Achterberg, refrigeration engineer, Downland Cooling Services (authorisation DCS-ENG-207)
Manufacturer or approved procedure reference	Downland Cooling Services cold room service sheet DCS-CR-02 rev 3 and the manufacturer's manual
Work or inspection scope and exclusions	Six-monthly service of the cold room, door, alarm and evaporator, and a visual check of the remote condensing unit in the rear yard. The condensing unit's full service is a separate visit.

3. Service context

Room duty (for example chilled or frozen stock)	Chilled food store, set point 2 °C
Set point (°C)	2
Highest acceptable air temperature (°C)	5

Allowed difference between the display and the probe (K)	1
Is the condensing unit outside or on the roof?	Yes
Where is the condensing unit?	Condensing unit, rear service yard · 50.873610, 0.008930 (TQ 41443 10156, ±7 m)
Safe access and isolation reference	Evaporator fans isolated at the local isolator for cleaning, lock DCS-LO-07
Stock protection and authorised service window	Stock moved to the reach-in fridges by kitchen staff. Service window 14:30 to 16:30 between lunch and dinner service.

4. Maintenance checks

Internal door release checked under safe procedure	Acceptable
Alarm and communication arrangements checked where fitted	Acceptable
Door seals, hinges and closure checked	Action needed
Action, limitation or reason not applicable	Door gasket split at the bottom hinge corner, about 80 mm. Door still closes and latches. Replacement gasket ordered.
Panels, floor condition and ice accumulation checked	Acceptable
Accessible evaporator, guards and drainage checked	Acceptable
Temperature indication and control response checked	Action needed
Action, limitation or reason not applicable	The display reads the return air at the back of the room. By the door the air was 5.6 °C with the display showing 2.7 °C. Strip curtain incomplete and the gasket split, so warm air gets in at the door.
Checks acceptable	4
Checks needing action	2
Checks not done	0

5. Temperatures and defects

Temperature readings 1: Back wall, bottom shelf

Position	Back wall, bottom shelf
Probe reading (°C)	1.8
Display at the same time (°C)	2.0

Above the set point by (K)	-0.2
Against the limit	Within the limit
Display error (K)	0.2
Display check	Within the allowed difference

Temperature readings 2: Centre shelf

Position	Centre shelf
Probe reading (°C)	3.1
Display at the same time (°C)	2.6
Above the set point by (K)	1.1
Against the limit	Within the limit
Display error (K)	0.5
Display check	Within the allowed difference

Temperature readings 3: By the door, top shelf

Position	By the door, top shelf
Probe reading (°C)	5.6
Display at the same time (°C)	2.7
Above the set point by (K)	3.6
Against the limit	Above the limit
Display error (K)	2.9
Display check	Outside the allowed difference
Readings	3
Above the limit	1
Warmest reading (°C)	5.6
Display outside the allowed difference	1

> A reading is above the limit. Tell the person responsible for the stock now and record what they decided. Stock decisions sit with the food business, not with this record.

Other measurements 1: High temperature alarm test

Measurement point and parameter	High temperature alarm test
Actual result and unit	Alarm sounded at 8 °C on the controller test
Acceptance criterion and source	Alarm at set limit of 8 °C, controller settings sheet
Comparison	Within criterion
Cleaning, repairs and specialist referral	Cleaned the evaporator coil and drip tray, cleared the drain line. Fitted two new strips to the strip curtain from van stock. Cleared debris from the condensing unit guard. Gasket replacement to follow.

Defects found 1: Door, bottom hinge corner

Where on the equipment	Door, bottom hinge corner
Defect	Door gasket split for about 80 mm. Door still closes and latches.
Priority	Soon: before the next visit
Put right on this visit?	No
What happens next, and who	New gasket ordered, job DCS-JOB-31877, fit by 7 October.

Photos of the defect



Defects found 2: Door strip curtain

Where on the equipment	Door strip curtain
Defect	Two strips missing on the hinge side, so warm kitchen air reaches the top shelves by the door.
Priority	Soon: before the next visit

Put right on this visit?	Yes

Photos of the defect



Defects found 3: Condensing unit, rear yard

Where on the equipment	Condensing unit, rear yard
Defect	Leaves and a crisp packet against the coil guard. Cleared. Bins stored against the unit restrict airflow.
Priority	Routine: at the next planned visit
Put right on this visit?	No
What happens next, and who	Kitchen to keep the bins 1 m clear of the unit. Told the head chef.

Photos of the defect



Defects found	3

Urgent	0
Soon	2
Routine	1
Defects still open	2

Condition evidence







6. Handover

Use decision	Available within recorded limits
Repair or follow-up job reference	DCS-JOB-31877 door gasket

7. Actions and review

Are further actions required?	Yes

Further action 1: Fit the new door gasket. Job DCS-JOB-31877.

Action and evidence reference	Fit the new door gasket. Job DCS-JOB-31877.
Person responsible	Y. Achterberg
Target date	7 Oct 2026
Action status	Open

Further action 2: Kitchen to keep checking the cold room temperature on the daily log until the gasket is replaced.

Action and evidence reference	Kitchen to keep checking the cold room temperature on the daily log until the gasket is replaced.

Person responsible	Head chef
Target date	7 Oct 2026
Action status	In progress

Further action 3: Head chef moved the high-risk stock off the top shelves by the door at 15:10 and will probe them again at 17:00 before service.

Action and evidence reference	Head chef moved the high-risk stock off the top shelves by the door at 15:10 and will probe them again at 17:00 before service.
Person responsible	Head chef
Target date	30 Sep 2026
Action status	Completed
Completion evidence	Top shelf by the door 4.2 °C at 17:00 with the curtain repaired. Recorded on the kitchen log.
Outstanding limitations and information to pass on	Remote condensing unit not part of this visit. Door gasket still to be replaced.
Record status	Ready for review
Reviewed by	M. Delaney, head chef
Review date	30 Sep 2026
Author signature	

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