Title: Procedural Worksheet for Defrosting Freezers

Laboratorian: ______________
Date: ______________
Freezer #: ______________
Temporary Storage Location(s): ______________ ______________ ______________

Purpose: To indicate the criteria to defrost a freezer; to describe appropriate storage conditions for freezer contents while a freezer is being defrosted; and to describe the procedure for defrosting and cleaning a freezer.

Materials: heat gun; plastic trays or other suitable container; paper towels; moveable dry ice chest; dry ice; Fantastic spray; blue pads; bucket; and a sponge.

Defrost Criteria: Freezers are to be defrosted when 1 inch of frost has formed inside the freezer or once every year as needed.

Procedure: Please check the appropriate box as the following steps are completed. Note: It is strongly recommended that this procedure be started in the morning in order to allow ample time to remove the contents of a freezer, store the freezer contents in an appropriate location, completely defrost and clean the freezer, cool the freezer and replace the freezer contents.

☐ 1. Designate one of the following as an appropriate storage location for freezer contents:
   - a. Adequate space available in another freezer or freezers at CLASS.
   - b. Adequate space in the moveable dry ice chest with adequate dry ice.

☐ 2. Put a few pieces of dry ice in the moveable ice chest. Dry ice is available at CLASS in room A124 in the moveable dry ice chest or additional dry ice may be ordered in advance from Hav-A-Bar or purchased at Washtenaw Dairy, 602 S Ashley, downtown Ann Arbor, telephone #(313) 662-3244.

☐ 3. Indicate the temporary storage location of the freezer contents above.

☐ 4. Remove all contents of the freezer to be defrosted and transfer contents to the moveable dry ice chest with dry ice in a safe but speedy manner. If space is available and chosen to be utilized in other freezers, transfer the contents from the ice chest to the designated storage location. Please lock this freezer if a lock is present.

☐ 5. Turn off the thermostat in the freezer to be defrosted.
6. Place plastic trays, found in Room A122, or alternate collecting containers on the shelves of the freezer in order to collect ice-water drippings. Spread several blue pads in front of the freezer to soak up any water that may leak onto the floor. Post a sign to caution laboratory personnel that the floor may be wet and therefore slippery during this process.

7. Direct the heat gun, also available in Room A122, to the inside of the freezer, on the frost or ice and turn on. Do not, however, direct the heat gun close to only the plastic lining inside the freezer as it may warp the plastic. Please exercise caution when operating the heat gun; it may cause injury from burn.

8. After the ice has thoroughly melted, turn off the heat gun, remove plastic trays, or other collecting containers, and pour collected ice water into either an OSEH bucket, located near the steel sinks in Room A122 or directly in the sink. Use sponge, also located in Room A122, CLASS, under furnished sink, to soak up any excess water that may have escaped the collecting containers. Clean the freezer, both inside and out, using Fantastic spray and wipe the freezer dry using paper towel.

9. Let the freezer air-out for approximately one half hour and use this time to dispose of the ice water drippings and clean the collecting containers. Pour water from the bucket into steel sinks, and rinse the bucket with water. Invert the bucket and allow to dry. Rinse all collecting containers and allow to dry.

10. Turn the freezer’s thermostat to the maximum position.

11. Wait a minimum of 5 hours. When freezer temperature cools to -12 C, all materials may be placed back into freezer. If necessary, materials may be returned the following day. Please remember to lock this freezer if a lock mechanism is present. Return collecting containers and bucket to their respective places.

12. File this completed worksheet to Freezer Defrost and Maintenance Notebook in Room A124.