

FREE OPERATIONAL TEMPLATE

Chiller and Freezer Log Checklist

Use this 60-point checklist to record chiller and freezer temperatures, verify product condition, detect cold-chain deviations, maintain equipment readiness, and document corrective action and review.

Restaurant / location

Log date

Reviewer

Shift lead

1. Log setup, unit register, approved limits, roles, and record control

- 1** Confirm the location, department, log date, shift, reviewer, responsible employee, and cold-storage areas included in the log.

COLD STORAGE LOG

NAME Enter

DATE / TIME Enter

APPROVAL Sign

**Execution tip:**

Set approved limits, monitoring frequency, device requirements, and escalation ownership before the first reading is recorded.

- 2** Create or verify the unit register with equipment ID, unit type, location, products stored, approved operating limit, alarm setting, and responsible owner.

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action

**Execution tip:**

Set approved limits, monitoring frequency, device requirements, and escalation ownership before the first reading is recorded.

- 3** Confirm approved temperature limits and response rules are documented for each chiller, freezer, cold room, display unit, and product category.

CRITICAL

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A

**Execution tip:**

Set approved limits, monitoring frequency, device requirements, and escalation ownership before the first reading is recorded.

- 4** Verify monitoring frequency covers opening, service or production periods, closing, alarms, deliveries, maintenance, power events, and product transfers.

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action

**Execution tip:**

Set approved limits, monitoring frequency, device requirements, and escalation ownership before the first reading is recorded.

- 5** Check that current SOPs, food-safety plans, product limits, equipment manuals, emergency contacts, and product-disposition rules are available.

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A

**Execution tip:**

Set approved limits, monitoring frequency, device requirements, and escalation ownership before the first reading is recorded.

- 6** Review previous excursions, recurring warm units, alarm history, product losses, overdue maintenance, calibration issues, and open corrective actions.

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action

**Execution tip:**

Set approved limits, monitoring frequency, device requirements, and escalation ownership before the first reading is recorded.

2. Opening readiness, unit condition, cleanliness, loading, and display checks

- 7 Inspect the exterior, interior, shelves, racks, trays, floors, drains, fans, vents, lights, handles, and controls for cleanliness and good condition.

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add


Execution tip:

Inspect the unit before relying on its displayed temperature, because blocked airflow, damaged seals, overloading, or poor hygiene can hide operational risk.

- 8 Verify doors, lids, curtains, seals, hinges, latches, closers, and access points close fully without gaps, damage, icing, or obstruction.

CRITICAL

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add


Execution tip:

Inspect the unit before relying on its displayed temperature, because blocked airflow, damaged seals, overloading, or poor hygiene can hide operational risk.

- 9 Confirm the unit is switched on, stable, free from alarms, and at the approved operating condition before food is loaded or service begins.

CRITICAL

COLD STORAGE LOG

READING

Enter

LIMIT

Enter

DEVICE ID

Enter


Execution tip:

Inspect the unit before relying on its displayed temperature, because blocked airflow, damaged seals, overloading, or poor hygiene can hide operational risk.

- 10 Check products do not block fans, vents, sensors, evaporators, drains, or required clearance around walls and shelving.

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A


Execution tip:

Inspect the unit before relying on its displayed temperature, because blocked airflow, damaged seals, overloading, or poor hygiene can hide operational risk.

- 11 Verify raw foods, ready-to-eat foods, allergens, chemicals, returned products, employee items, and waste are segregated correctly.

CRITICAL

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A


Execution tip:

Inspect the unit before relying on its displayed temperature, because blocked airflow, damaged seals, overloading, or poor hygiene can hide operational risk.

- 12 Confirm labels, dates, containers, covers, shelf positions, stock levels, and product condition are suitable for safe chilled or frozen storage.

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add


Execution tip:

Inspect the unit before relying on its displayed temperature, because blocked airflow, damaged seals, overloading, or poor hygiene can hide operational risk.

3. Chiller temperature readings, product checks, timing, and immediate response

- 13** Record the displayed or air temperature for every operating chiller, cold room, refrigerated cabinet, and chilled display unit.

CRITICAL

COLD STORAGE LOG

READING Enter

LIMIT Enter

DEVICE ID Enter



Execution tip:

Record the actual reading, unit, time, device ID, product checked, and immediate action instead of writing only pass or fail.

- 14** Compare each chiller reading with its approved limit and confirm the unit remains stable rather than relying on a single momentary reading.

CRITICAL

COLD STORAGE LOG

ACTUAL Enter

TARGET Enter

VARIANCE Enter



Execution tip:

Record the actual reading, unit, time, device ID, product checked, and immediate action instead of writing only pass or fail.

- 15** Check a representative high-risk product temperature when the air reading is close to or outside the approved limit.

CRITICAL

COLD STORAGE LOG

READING Enter

LIMIT Enter

DEVICE ID Enter



Execution tip:

Record the actual reading, unit, time, device ID, product checked, and immediate action instead of writing only pass or fail.

- 16** Verify chilled deliveries, newly loaded products, cooling foods, and frequently opened service units do not create an uncontrolled temperature rise.

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Record the actual reading, unit, time, device ID, product checked, and immediate action instead of writing only pass or fail.

- 17** Record door-open time, loading activity, defrost cycle, ambient heat, equipment fault, or other reason that may explain an abnormal reading.

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip:

Record the actual reading, unit, time, device ID, product checked, and immediate action instead of writing only pass or fail.

- 18** Take immediate action for any chiller excursion, including closing the door, reducing load, moving food, isolating affected stock, and notifying the owner.

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip:

Record the actual reading, unit, time, device ID, product checked, and immediate action instead of writing only pass or fail.

4. Freezer temperature readings, frozen condition, defrost, and ice control

- 19 Record the displayed or air temperature for every freezer, walk-in freezer, frozen cabinet, chest freezer, and frozen display unit.

CRITICAL

COLD STORAGE LOG

READING Enter

LIMIT Enter

DEVICE ID Enter



Execution tip: Confirm both the freezer reading and the physical condition of sampled products, especially after alarms, loading, defrost, or power interruption.

- 20 Compare each freezer reading with its approved limit and verify the unit is maintaining frozen storage consistently.

CRITICAL

COLD STORAGE LOG

ACTUAL Enter

TARGET Enter

VARIANCE Enter



Execution tip: Confirm both the freezer reading and the physical condition of sampled products, especially after alarms, loading, defrost, or power interruption.

- 21 Inspect sampled products for hardness, ice crystals, thawing, softening, leakage, damaged packaging, freezer burn, or evidence of refreezing.

CRITICAL

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Confirm both the freezer reading and the physical condition of sampled products, especially after alarms, loading, defrost, or power interruption.

- 22 Verify automatic or manual defrost cycles do not expose food to unsafe conditions or leave excessive water, ice, or blocked drainage.

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A



Execution tip: Confirm both the freezer reading and the physical condition of sampled products, especially after alarms, loading, defrost, or power interruption.

- 23 Check frost and ice buildup on coils, fans, doors, seals, floors, shelving, and packages does not impair airflow, closure, hygiene, or safety.

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Confirm both the freezer reading and the physical condition of sampled products, especially after alarms, loading, defrost, or power interruption.

- 24 Contain any freezer excursion by keeping doors closed, checking product condition, moving stock where required, and documenting hold or disposition.

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip: Confirm both the freezer reading and the physical condition of sampled products, especially after alarms, loading, defrost, or power interruption.

5. Probe checks, measurement method, device hygiene, and reading accuracy

- 25 Verify thermometers, probes, data loggers, infrared devices, sensors, and display instruments are suitable for the intended measurement range and use.

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip: Use a clean, suitable, calibrated device and the approved measurement method so recorded readings represent the product or unit condition accurately.

- 26 Confirm device identification, calibration status, calibration date, next due date, accuracy tolerance, and reference standard are current.

CRITICAL

COLD STORAGE LOG

READING Enter

LIMIT Enter

DEVICE ID Enter



Execution tip: Use a clean, suitable, calibrated device and the approved measurement method so recorded readings represent the product or unit condition accurately.

- 27 Check probes are cleaned and sanitized before and after use, stored hygienically, protected from damage, and not used across incompatible products without control.

CRITICAL

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Use a clean, suitable, calibrated device and the approved measurement method so recorded readings represent the product or unit condition accurately.

- 28 Verify employees use the approved method for air, between-pack, surface, and core product readings, including sufficient stabilization time.

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A



Execution tip: Use a clean, suitable, calibrated device and the approved measurement method so recorded readings represent the product or unit condition accurately.

- 29 Compare a unit display with an independent calibrated device when readings appear unstable, implausible, close to the limit, or inconsistent with product condition.

CRITICAL

COLD STORAGE LOG

ACTUAL Enter

TARGET Enter

VARIANCE Enter



Execution tip: Use a clean, suitable, calibrated device and the approved measurement method so recorded readings represent the product or unit condition accurately.

- 30 Remove, label, replace, or repair any damaged, inaccurate, overdue, contaminated, or unreliable measuring device before further use.

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip: Use a clean, suitable, calibrated device and the approved measurement method so recorded readings represent the product or unit condition accurately.

6. Stock arrangement, airflow, segregation, dating, and product protection

- 31 Confirm stock is arranged to maintain airflow around products, walls, shelves, fans, vents, sensors, and evaporators.

COLD STORAGE LOG

Compliant Partial Non-compliant N/A



Execution tip:

Inspect several shelf levels and product categories, because temperatures and airflow can vary across the same unit.

- 32 Verify the unit is not overloaded and stock levels remain within the approved loading line, capacity, and shelf-weight limits.

COLD STORAGE LOG

Safe Needs action Critical LIVE PHOTO Add



Execution tip:

Inspect several shelf levels and product categories, because temperatures and airflow can vary across the same unit.

- 33 Check raw, cooked, ready-to-eat, allergen, vegetarian, religious, seafood, meat, dairy, produce, and other defined categories are segregated correctly.

CRITICAL

COLD STORAGE LOG

Compliant Partial Non-compliant N/A



Execution tip:

Inspect several shelf levels and product categories, because temperatures and airflow can vary across the same unit.

- 34 Verify products are covered, sealed, labelled, dated, traceable, undamaged, and stored in food-grade containers or intact original packaging.

COLD STORAGE LOG

Safe Needs action Critical LIVE PHOTO Add



Execution tip:

Inspect several shelf levels and product categories, because temperatures and airflow can vary across the same unit.

- 35 Check FIFO and FEFO rotation, use-by dates, opened-product shelf life, batch details, thaw dates, and prepared-food labels are controlled.

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip:

Inspect several shelf levels and product categories, because temperatures and airflow can vary across the same unit.

- 36 Remove expired, unlabelled, leaking, swollen, damaged, contaminated, thawed, or otherwise unsuitable products from available stock.

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip:

Inspect several shelf levels and product categories, because temperatures and airflow can vary across the same unit.

7. Doors, seals, airflow, condensation, drainage, and physical condition

- 37 Inspect door seals and contact surfaces for tears, gaps, dirt, mould, hardening, poor alignment, or loss of compression.

CRITICAL

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Treat repeated ice, condensation, damaged seals, or drainage problems as equipment issues, not only cleaning issues.

- 38 Verify doors and lids close automatically or securely and are not propped open, overloaded, obstructed, or repeatedly opened without need.

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A



Execution tip:

Treat repeated ice, condensation, damaged seals, or drainage problems as equipment issues, not only cleaning issues.

- 39 Check fans, vents, evaporators, coils, air curtains, temperature sensors, and return-air paths are unobstructed and operating normally.

CRITICAL

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Treat repeated ice, condensation, damaged seals, or drainage problems as equipment issues, not only cleaning issues.

- 40 Inspect condensation, dripping water, pooling, leaks, blocked drains, wet packaging, slippery floors, and ceiling or wall moisture.

CRITICAL

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Treat repeated ice, condensation, damaged seals, or drainage problems as equipment issues, not only cleaning issues.

- 41 Confirm frost, ice, and snow buildup is removed safely using the approved method without contaminating food or damaging equipment.

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A



Execution tip:

Treat repeated ice, condensation, damaged seals, or drainage problems as equipment issues, not only cleaning issues.

- 42 Raise and track maintenance action for damaged shelves, lights, handles, panels, seals, alarms, sensors, flooring, drainage, or insulation.

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip:

Treat repeated ice, condensation, damaged seals, or drainage problems as equipment issues, not only cleaning issues.

8. Alarms, power events, calibration, preventive maintenance, and backup readiness

- 43 Verify high-temperature, low-temperature, door-open, power, sensor, and remote-monitoring alarms are enabled and set to approved values.**

CRITICAL

COLD STORAGE LOG

READING Enter

LIMIT Enter

DEVICE ID Enter


Execution tip:

Test the response process as well as the equipment, so alarms, backup storage, and escalation work during a real failure.

- 44 Test a representative alarm or review recent test evidence to confirm alerts reach the correct employee, manager, maintenance team, or monitoring service.**

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action


Execution tip:

Test the response process as well as the equipment, so alarms, backup storage, and escalation work during a real failure.

- 45 Review calibration, preventive maintenance, cleaning, gas checks, defrost servicing, electrical inspection, and vendor service records.**

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action


Execution tip:

Test the response process as well as the equipment, so alarms, backup storage, and escalation work during a real failure.

- 46 Confirm emergency contacts, spare capacity, backup units, cold boxes, ice packs, generators, transfer equipment, and product-hold materials are ready.**

CRITICAL

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add


Execution tip:

Test the response process as well as the equipment, so alarms, backup storage, and escalation work during a real failure.

- 47 Verify the response to power loss, equipment breakdown, alarm failure, maintenance shutdown, or prolonged door opening is documented and understood.**

CRITICAL

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A


Execution tip:

Test the response process as well as the equipment, so alarms, backup storage, and escalation work during a real failure.

- 48 Check temporary repairs, bypassed alarms, extension leads, blocked panels, exposed wiring, refrigerant leaks, and unsafe workarounds are not present.**

CRITICAL

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add


Execution tip:

Test the response process as well as the equipment, so alarms, backup storage, and escalation work during a real failure.

9. Temperature deviations, product assessment, containment, disposition, and action

- 49 Record every temperature deviation with unit, reading, approved limit, time found, previous acceptable reading, duration, product, and quantity affected.**

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action

**Execution tip:**

Keep affected food on hold until an authorized person assesses time, temperature, product condition, and approved disposition criteria.

- 50 Immediately isolate or identify affected products and prevent sale, service, production, transfer, or disposal without authorization.**

CRITICAL

COLD STORAGE LOG

Safe

Needs action

Critical

LIVE PHOTO

Add

**Execution tip:**

Keep affected food on hold until an authorized person assesses time, temperature, product condition, and approved disposition criteria.

- 51 Verify the reading using an independent calibrated device and check representative product temperatures or frozen condition where applicable.**

CRITICAL

COLD STORAGE LOG

READING Enter

LIMIT Enter

DEVICE ID Enter

**Execution tip:**

Keep affected food on hold until an authorized person assesses time, temperature, product condition, and approved disposition criteria.

- 52 Assess exposure time, product type, packaging, loading, door activity, alarm history, equipment status, and other evidence before deciding disposition.**

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action

**Execution tip:**

Keep affected food on hold until an authorized person assesses time, temperature, product condition, and approved disposition criteria.

- 53 Document authorized disposition, such as release, rapid use, transfer, rework, return, disposal, laboratory review, or continued hold.**

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action

**Execution tip:**

Keep affected food on hold until an authorized person assesses time, temperature, product condition, and approved disposition criteria.

- 54 Assign corrective and preventive actions for the equipment, process, employee behaviour, alarm, maintenance, training, or capacity cause.**

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action

**Execution tip:**

Keep affected food on hold until an authorized person assesses time, temperature, product condition, and approved disposition criteria.

10. Verification, trend review, corrective-action closure, and management sign-off

- 55 Review the completed log for missing units, missed times, blank fields, unusual readings, repeated corrections, unclear initials, and incomplete actions.

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action


Execution tip:

Keep actions open until objective evidence confirms the unit is stable, product risk is controlled, and recurring causes have been addressed.

- 56 Verify critical readings, deviations, product holds, maintenance calls, transfers, and disposals were escalated and approved by the correct person.

CRITICAL

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action


Execution tip:

Keep actions open until objective evidence confirms the unit is stable, product risk is controlled, and recurring causes have been addressed.

- 57 Compare repeated warm or cold spots, alarms, door issues, stock loading, defrost patterns, maintenance failures, and product losses across periods.

COLD STORAGE LOG

Compliant

Partial

Non-compliant

N/A


Execution tip:

Keep actions open until objective evidence confirms the unit is stable, product risk is controlled, and recurring causes have been addressed.

- 58 Confirm corrective actions are closed through repeat readings, live photos, repair evidence, calibration records, retraining, or management verification.

CRITICAL

COLD STORAGE LOG

READING Enter

LIMIT Enter

DEVICE ID Enter


Execution tip:

Keep actions open until objective evidence confirms the unit is stable, product risk is controlled, and recurring causes have been addressed.

- 59 Update limits, monitoring frequency, unit capacity, alarm settings, preventive maintenance, training, or equipment plans where trends show recurring risk.

COLD STORAGE LOG

Finding / record	Current	Owner	Evidence	Action


Execution tip:

Keep actions open until objective evidence confirms the unit is stable, product risk is controlled, and recurring causes have been addressed.

- 60 Record final review status, unresolved risks, next verification date, reviewer, manager, date, time, and signatures.

CRITICAL

COLD STORAGE LOG

NAME Enter

DATE / TIME Enter

APPROVAL Sign


Execution tip:

Keep actions open until objective evidence confirms the unit is stable, product risk is controlled, and recurring causes have been addressed.

RUN THIS CHECKLIST DIGITALLY

Turn cold-storage readings into verified operational control

Use Taqtics to schedule logs, capture readings and live evidence, hold affected stock, assign maintenance, verify disposition, and compare recurring excursions across every location.

[Try the Chiller and Freezer Log Checklist in Taqtics](#)