

**REFRIGERATION SHOP**  
JURISDICTION

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Policy:

Ensure that refrigeration shop personnel know the work limitations, job requirements and responsibility, quality and quantity of production.

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Procedure:

- I. Repair and install DX (Direct Expansion) equipment including:
  - A. Walk-in coolers and freezers.
  - B. Refrigerator and freezers.
  - C. Ice machines.
  - D. Direct expansion air conditioning systems.
  - E. Medical School DX drinking water system.
  - F. Refrigerated drinking fountains(repair only).
  - G. Hospital packaged drinking water chiller.
  - H. Coordinate replacement and installation with owning department.
  
- II. Repair and perform preventive maintenance on refrigeration equipment including.
  - A. Clean coils.
  - B. Test evaporator and condenser sensor operation.
  - C. Check refrigerant levels.
  - D. Check compressor operation.
  - E. Document preventive maintenance action.
  
- III. Supervisor shall plan, schedule and coordinate work:
  - A. Supervisor shall assign only work authorized by a work request except during an emergency.
  - B. Plan and schedule work on a daily basis.
  - C. Prioritize similar level work requests performing oldest request first.
  - D. Adhere to work schedule except for valid emergencies.
  - E. Order materials to complete work requests.
  - F. Follow up on ordered materials on a regular basis.
  
- IV. Change air filters:
  - A. Replace fan coil filters on a scheduled basis.
  - B. Replace filters on DX units on a scheduled basis.
  - C. Not responsible to change filters on air handlers.

- V. Perform inspections:
  - A. Inspect electrical powered DX equipment to ensure they are safe before returning them to the user.
  - B. Attach a safety sticker to all inspected equipment.
  - C. Perform safety inspection on shop equipment.
  - D. Inspect electrical powered hand tools on a regular basis.
  
- VI. Perform cleaning functions
  - A. Perform the following on room and DX fan coils:
    - 1. Fan coils are to be cleaned annually to eliminate algae or slime.
    - 2. Drain pans are cleaned annually, or as needed to eliminate algae or slime.
    - 3. After cleaning, drain pans are to be rinsed with a 1:10 ratio of bleach solution.
    - 4. Place two algicide tablets in each drain pan to control bacterial growth.
  - B. Keep the fan coil drains operational.
  - C. Maintain fan coil drains clean and functional.
  - D. Clean and disinfect ice machine according to prevailing infection control standards.
  - E. Maintain the shop and equipment in an orderly manner.
  - F. Keep shop tools clean and functional at all times.
  - G. Clean work area after making repairs and before leaving the work site.