

# CU Green Labs BASIC PREVENTATIVE MAINTENANCE CHECKLIST

## for Ultra Low Temperature (ULT) Freezers

- ✓ **Door sealing tightly and free of frost? – Brush frost frequently! IMPORTANT!**
  - A good seal is so important for keeping warm air outside of your freezer for both the benefit of energy efficiency and unit performance.
  - Frost and ice build-up can damage gaskets leading to expensive repairs.
  - Keep gaskets free of frost and ice by brushing frost off your gasket frequently while it is easy to remove.
  - If you have a chest freezer, keep a weight on top of the lid (such as a jug with water) to improve seal and prevent frost build-up.
- ✓ **No objects blocking air flow? IMPORTANT!**
  - Remove items that have fallen behind the unit or that have been pushed up against the front filter
  - It is very important that the freezer has good air flow for freezer performance and energy efficiency.
- ✓ **Filter clean?**
  - Clogged filters make it more difficult for air flow to cool the freezer coils.
  - To clean filter, remove and rinse with water (choose direction carefully so lint is pushed off filter). It is okay to place a wet filter back on the freezer.
- ✓ **Coils clean?**
  - Look for dust on coils (coils on a ULT freezer look like a car radiator).
  - Dirty coils increase energy consumption by preventing effective heat dissipation.
  - To clean coils, gently vacuum or brush in the direction of the lines on the coil. Or take a wet paper towel and gently move the towel in the direction of the lines.
  - BE CAREFUL NOT TO BEND METAL LINES
- ✓ **Battery okay?**
  - Check display for a low battery light.
  - If your battery needs to be replaced, please contact Facilities Management HVAC shop below or an outside vendor for service.
- ✓ **Minimal frost inside?**
  - If the frost is easy to remove, you can brush or scoop it out of the freezer
  - If the frost is hard and difficult to remove, it is time to defrost your freezer.
  - Contact CU Green Labs below if you have questions or need help finding ULT freezer space elsewhere while defrosting your freezer.



### **On-campus ULT freezer technician providing FREE preventative maintenance check-ups (plus help with battery replacements):**

Facilities Management HVAC Shop 303-492-9188

### **Outside vendors providing ULT freezer repair service on campus (\$100-\$160 trip fee + ~\$100/hr): (These are two companies which CU-Boulder labs have reported using for repairs.)**

Sercom (Ron Cummings, 303-356-1610, [cummingsr@sercom-usa.com](mailto:cummingsr@sercom-usa.com), Isabel Cruz, 303-573-7266, [cruzi@sercom-usa.com](mailto:cruzi@sercom-usa.com))  
Sienco (Phil Bush, 303-934-1084, [pjbish@centurtylink.net](mailto:pjbish@centurtylink.net))

**For help with any other questions or needs (FREE of charge):** [greenlabs@colorado.edu](mailto:greenlabs@colorado.edu) 303-492-8308