

# Standard Work: Monthly Maintenance for Satellite Blood Refrigerators

**Document Owner(s):** Transfusion Safety  
**Department:** Transfusion Medicine

**Created:** 07-06-2019  
**Last Revised:**

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**Performed By:** Procedure Room Staff/ PICU ECLS Team

**Other Roles Involved:** Transfusion Medicine Laboratory.

**Process Summary:** Instructions for the monthly maintenance for a satellite fridge.

**Objective:** To ensure that clinical and allied health staff follow the correct steps for performing the monthly maintenance for a satellite fridge.

#	Major Steps	Details/Pictures/Visuals	Rationale, Quality or Safety Considerations	Resources
1	<p><b>Photocopy</b> the master copy of:</p> <ul style="list-style-type: none"> <li>Daily Temperature Record - Blood Product Storage Equipment form</li> <li>Daily Temperature Graph Form</li> </ul>		A new form is required on the first day of the month	<p><b>CWTM_025_1602F05</b> DTR–General Procedures. <b>CWTM_025_1602F06</b> DT R–Special Procedures. <b>CWTM_025_1602F07</b> DTR– ECLS. <b>CWTM_025_1602F01</b> Daily Temperature Graph Form</p>
2	<b>Contact</b> TML if the master copy is missing.		TML have copies of the forms.	
3	<b>Record</b> month and year on the top of each form:		Ensure accurate record keeping.	
4	<b>Send</b> the <b>Daily Temperature Record</b> form and the <b>Daily Temperature Graph Form</b> from the previous month to TML.		Ensure the forms do not get lost.	

## Cross-References

Transfusion Medicine Standard Operating Procedures

## Version History

DATE	DOCUMENT NUMBER and TITLE	ACTION TAKEN
11-Jun-2019	C-0506-16-60227 Standard Work: Monthly Maintenance for Satellite Blood Refrigerators	Approved at: Transfusion Safety

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