Clearance Procedure – Cold Room Repairs

This procedure applies to all cold rooms at Case Western Reserve University that need to be repaired by campus facilities or off-campus personnel. Each laboratory using the cold room should complete the instructions below prior to a clearance being posted.

1. If your cold room is in need of repair, **EHS will need to be contacted to post a clearance prior to being worked on by outside repairpersons.**
   a. You can contact customer service with repair requests
   b. You can also contact EHS and request a clearance prior to ordering a repair. This may prove easiest if you have temperature sensitive materials in your cold room.

2. Before a clearance can be posted, **the cold room should be cleared of all laboratory samples and equipment items.**
   a. If there is an issue with the ventilation system or cooling system of your cold room, it is important for each PI to understand the process of repair.
      - To the right you can see the flow of air that is typical of most cold rooms.
      - Often, repair people will use the countertops as leverage to access hard to reach ducts in the ceiling.
   b. Remove all items from the countertops and carts from the interior of the cold room.
   c. Experiments should be stopped until the completion of the repair.
   d. The PI is responsible for
   e. Clean up all spills from the interior of the cold room. This includes the countertops and floors.
   f. Wipe down countertops with 10% bleach solution if you conduct experiments involving biological materials. Otherwise, wipe down counters with 70% alcohol solution.

3. Once the cold room has been completely cleared of laboratory items, EHS can be contacted to post a clearance.
   a. The EHS safety specialist is the final say in all matter involving cold room clearance
   b. The cold room should be completely empty