

Procedure -80 and -20 freezers FHML/FPN

Introduction

All freezers covered by this procedure are connected to Maastricht University's building management system (BMS). The BMS remotely monitors the status of the freezer. A malfunction is caused by exceeding a limit value. The temperature limit value of the freezer must be set to at least 5°C below the set temperature (low alarm) and at least 10°C above the set temperature (high alarm) of the set value, for example set value -80°C, low alarm -85°C, high alarm -70°C.

If the limit value is exceeded, a message is sent to the GBS after a built-in time delay of 1 hour.

Responsibilities for FHML/FPN departments

If FHML/FPN departments with freezers use the building management system, the department is an inherent part of the 'Procedure for managing -80 and -20 freezers' managed by Facility Services (FS).

Below are a number of matters that are important for department chairs and administrators:

- The administrator of a freezer is and remains responsible for the materials stored in the freezer.
- The administrator of the freezer must take extreme care when opening and closing the freezer. The door must be closed properly at all times.
- The administrator of a freezer must ensure that there is a call list on each freezer. The administrator is also responsible for keeping this call list up to date, as well as for ensuring that at least one contact person on the list is available.
- In the event of a malfunction report outside office hours, the administrator who is called upon must decide for themselves when they will be present at the freezer. The FS on-call service employee's follow-up of the malfunction ends here and they can return home. The administrator will contact security for access to the building. Employees are not allowed to enter the building alone.
- The administrator is responsible for storing the contents in easy-to-handle containers so that any evacuation does not cause unnecessary delays. It follows that transferring the contents of a defective freezer to a spare freezer is the responsibility of the administrator.
- Working alone is not permitted.
- If the on-call service schedule telephone is not answered, FS will cease providing its services.
- Any damage incurred will then be borne by the department, which is and remains responsible.