



Laboratory Freezer Survey Checklist

1 Location Information

- ☐ Department: _____
- ☐ PI / Lab Group User Name: _____
- ☐ Building: _____
- ☐ Floor / Level: _____
- ☐ Floor Number / Location: _____
- ☐ Room / Area Type: _____
- ☐ Geo-Location Captured: Pinpointed on map / coordinates noted

2 Equipment Details

- ☐ Equipment Type: _____
- ☐ Manufacturer: _____
- ☐ Model Number: _____
- ☐ Serial Number: _____
- ☐ Approximate Date of Purchase (Month & Year): _____ / _____
- ☐ Outlet Type: _____
- ☐ Equipment Owner: _____

3 Backup Systems & Capacity

Backup Systems:

- | | | | |
|---------------------------------|------------------------------|-----------------------------|---------------------------------|
| Building Backup Power: | ☐ Yes | ☐ No | ☐ Unsure |
| UPS / Battery Backup Installed: | ☐ Yes | ☐ No | ☐ Unsure |
| LN2 or CO2 Backup System: | ☐ Yes | ☐ No | ☐ Unsure |
| Other Backup System: | ☐ Yes | ☐ No | ☐ Unsure |
| Freezer Fullness: | ☐ Yes | ☐ No | ☐ Unsure |

- | | | | | |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|
| ☐ Empty | ☐ 25% Full | ☐ 50% Full | ☐ 75% Full | ☐ Completely Full |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|



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4 Stored Materials & Risk Assessment

Description of Stored Materials:

(Briefly explain contents and research use; note if it's a historical collection)

Replacement Feasibility & Estimated Value:

(Explain replacement steps, potential cost, and associated labor)

Freezer Fullness:

☐ Empty ☐ 25% Full ☐ 50% Full ☐ 75% Full ☐ Completely Full

5 Files & Photos Ready for Upload

- ☐ Inventory Spreadsheet Ready: xls or xlsx file prepared
- ☐ Purchase Records Ready: Single pdf file prepared (POs, maintenance records, etc.)
- ☐ Equipment Manual Ready: .pdf file prepared
- ☐ Photo 1 Taken (Freezer Location): Photo of front of unit in location
- ☐ Photo 2 Taken (Data Plate): Photo of sticker/metal tag showing model #, and power specs
- ☐ Survey Completed By: _____

6 Form Submission Details

- ☐ Notes / Risk Factors:
(Important information regarding loss risk)

Survey Completed By: _____

Survey Date: ____ / ____ / ____