ColPac Machine Maintenance Policy

To maintain the ColPac Machine the following should occur:
- Temperature should be monitored and recorded daily (every weekday and on weekends when department is open) on the maintenance log
- Wipe down the ColPacs after each use with a microbial cleaner as per Facility requirements.
- Check daily for frost/ice build up and defrost when ColPacs become crowded

Process:

Temperature:

Check Temperature daily

Place thermometer in unit (if not permanently in the unit) until temp is steady.

Record temp on log

ColPac machine should be between 10 to 21 degrees F unless specified differently by manufacturer

Any deviations outside this range, unless specified by manufacturer, should be corrected immediately.

Defrosting:

Turn your ColPac off and unplug it from the power source. It is the first step and a necessary action every time you are engaging in maintenance of your ColPac.

Locate the drain valve on your ColPac. Although every model is slightly different, nearly all ColPacs have the drain valve at the bottom, on the back side of the machine.

Open the drain valve of the ColPac to allow excess water to drain during the defrosting process. Be sure to have a plastic container ready to catch all the water from the machine or drain the machine near a floor drain. You can also use an extension hose to drain the ColPAc.

Remove the ColPacs and place to the side while defrosting the ColPac machine.

Allow machine to fully defrost.

Remove any excess water from the inside with a towel.

When you have finished the defrosting process, if you collected water into a container, dispose of the water in a safe and responsible manner.

Close bottom drain valve and detach any extension hose

Clean each ColPac with an anti-microbial solution.

Replace the ColPacs back into the machine.

Plug ColPac back into power source to allow it to return to the proper Temperature of 10 to 21 degrees F. Do not use until Temp is back to appropriate level.

Record the date of the defrosting on the log