Please follow the instructions below if temperatures are outside the ranges.

Knowledgable, trained staff determine action(s), which may include:

- 1. Notify supervisor
- 2. Attempt to adjust thermostat
- 3. Check condition of storage unit (i.e., electrical supply, seals, lint on coils)

- 4. Recheck the temperature in two hours
- 5. Call Maintenance if ineffective
- 6. Move contents to controlled storage

DATE	TIME	TEMP.	PROBLEM	ACTION TAKEN	RESULTS	INITIAL