

CRITICAL EXIGENCES FOR WICRs/WIFRs SITE READINESS¹

Prior to cold room installation, critical checks need to be conducted and site readiness validated to ensure a hitch free installation. Below are essential elements to consider for site readiness including a checklist to support validation of site readiness prior to cold room installation. **Please complete the enclosed checklist and return to Programme by email to:**

1. Adequacy of space to accommodate the cold room

- **Physical Space:** Sufficient space should be secured to harbour cold room. As part of site readiness, calculate the floor area required for installation of cold rooms using external cold rooms dimensions and ensure space is sufficient to harbour cold rooms. Table below presents characteristics and external dimensions required to assess physical space.

PO #	Manufacturer	Type	Quantity	External Dimensions

NB: Ensure supporting visual evidence of space to accommodate WICs/WIFs is documented.

- **Floor Levelling:** Ensure the floor is smooth, level with the levelling/base evenness requirements are maximum +/- 5 mm per 5 m.
- **Ventilation:**
 - Clearance at sides and rear should be a minimum of 0.6 m wide for cleaning and air ventilation.
 - Windows which can be opened on top of existing wall(s) with netting/burglar proof grills.
- **Building, roof, ceiling:**
 - Are the walls of the vaccine store solid (bricks/concrete) or containerised rooms.
 - Is the roof and ceiling of the proposed cold room space in good condition completely free from leaks?
- **Door – Entrance**
 - The door entrance to the installation area should at-least be 0.9 m wide to allow access for prefabricated panels and other components.
 - The distance from the front opening of the cold room and front wall should be a minimum of 2.5-3 m for easy access to the room

2. Electricity Supply

- **Electricity availability:**
 - Main's power (grid) electricity should be available
 - Should have adequate power supply protected by circuit breaker and by 30 milliamps differential. 3 phase power for 20 m³, 30 m³ and 40m³ and Single phase for 10m³.
- **Generator:** Ensure availability of backup generator (40kVA for larger cold rooms)
- **Earthing/Grounding:** Earthing/grounding must be tested for validating compliance to the electricity standards

NB: Ensure pictures of physical space, switch box, building, and generator are taken, documented, and shared as an Annex to this checklist.

¹WHO PQS Quality Assurance Protocol for Cold and freezer rooms https://www.who.int/immunization_standards/vaccine_quality/pgs_e01_cr_fr01_vp2_2.pdf
 Procurement-Guideline-Walk-In-Cold-Rooms-Freezer – rooms. <https://www.unicef.org/supply/media/5866/file/Procurement-Guideline-Walk-In-Cold-Rooms-Freezer-Rooms.pdf>
 Guidelines for establishing and improving primary and intermediate vaccine stores https://apps.who.int/iris/bitstream/handle/10665/67807/WHO_V-B_02.34_eng.pdf?sequence=1&isAllowed=y

SITE READINESS CHECKLIST FOR WALK IN COLD ROOMS and FREEZER

ROOMS

Country:		Date:	
Region:		Name of staff	
District:		Organization/Unit	
Site Name:		Inspection No:	

CHECK 1: Adequacy of space to accommodate the cold room				
Physical space: Kindly input information on cold rooms to be procured and measure available space in Length, width, and height for accommodating cold rooms (Measure), also indicate status of floor.				
Type (WICR/WIFR)	Size (m3)	Levelled floor	Space (metres)	Comments
		<input type="checkbox"/> Yes <input type="checkbox"/> No	L: W: H:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	L: W: H:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	L: W: H:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	L: W: H:	
Ventilation: What is the ventilation status - Clearance at sides and rear is a minimum of 0.6 m wide? (<i>Observe</i>)			<input type="checkbox"/> Good <input type="checkbox"/> Poor	
Building, roof, ceiling: Is the roof and ceiling in good condition completely free from leaks? (<i>Observe</i>)			<input type="checkbox"/> Free from leaks <input type="checkbox"/> Leaks existent	
Door/Entrance: Measure door entrance dimensions (Measure)			W: H:	
CHECK 2: Electricity Supply				
Source of electricity: Indicate source of energy (<i>Interview</i>)			<input type="checkbox"/> Grid <input type="checkbox"/> Generator	
Electrical Phases: Indicate which type of electrical phase is currently installed on site (<i>Observe</i>)			<input type="checkbox"/> Single phase <input type="checkbox"/> 3-phase	
Switch box: Proper switch box board/circuit breakers with fuses and a main switch to isolate (<i>Observe</i>)			<input type="checkbox"/> Switch box <input type="checkbox"/> No Switch box	
Earthing/Grounding: Kindly indicate status of earthing/grounding (<i>Observe</i>)			<input type="checkbox"/> Well earthed <input type="checkbox"/> Not well earthed	
CHECK 3: Supporting visual evidence (As Annex to Checklist)				
Pictures: Pictures taken of physical space, switch box, building			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Summary:		
Is Space adequate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Electricity supply adequate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is visual supporting evidence (pictures) documented	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Site ready for installation (circle) YES PARTIAL NO

If No/Partial: Lists Additional works needed	Timeline	Responsible	Comments

Assessed by: Date: Signature:	Attested by (MOH/PMT): Date: Signature:
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