

PROCUREMENT AND INSTALLATION OF WALK-IN COLD AND FREEZER ROOMS FOR VACCINE STORAGE

CHECKLIST

This document offers basic guidance to UNICEF Country Offices ordering cold and freezer rooms and related technical assistance. More detailed information on specific Cold Chain product can be accessed via the [Cold Chain Country Support Package](#).

I. Ordering Walk-In Cold and Freezer Rooms (WIC & WIF)

Considerations for Country Offices:

- a. What is the planned timeline for having the rooms operational?
- b. What is the realistic actual timeline for getting the rooms fully installed and ready for use, considering
 - i. Funding
 - ii. Order Process on Country Office side
 - iii. Order Process on Supply Division side
 - iv. Supplier Lead Time
 - v. Shipment from supplier port to port of unloading
 - vi. Clearance of Goods
 - vii. In-Country transport
 - viii. Site-Readiness for Installation
 - ix. Availability of technical personnel with installation capacity (alternative: consider external installation services and/or training)
- c. What depending activities rely on full installation and functioning of the room(s)

Note: To help identifying the right Cold or Freezer Room size to be procured, the [Cold Chain Weight and Volume Calculator](#) may be of use.

II. Ordering Installation Services for WIC/WIF

Should there not be sufficient in-country capacity of qualified technical staff being able to install WICs/WIFs, ordering installation and/or training services from UNICEF Supply Division is one option. **The following aspects need to be encountered and timely communicated to Supply Division:**

- d. By when do the rooms need to be in place (timeline for installation)?
- e. What are the requested Terms of Reference (TOR)? Include all relevant information regarding the expected extent of the work and whether additional work is requested such as training, repair of existing rooms etc.
- f. What types (WIC/WIF) and sizes of rooms are to be installed with what type of refrigeration unit (plug-in or split-type)?
- g. When were the rooms delivered and under which PO reference?
- h. What is the exact address of the installation site(s)?
- i. Who in the Country Office can be contacted for queries (contact details)?

In order to ensure timely installation of cold and freezer rooms the following aspects are to be considered:

- a. Lead time until arrival of the rooms:

The regular supplier lead time from placement of the PO until delivery to port of shipment (FCA) is 6-10 weeks. To be added is the transit time from that port to the destination port by sea. This is on top of time for PGM and order processing.

- b. Installation location(s)

Is there a need to distribute the equipment to one or more destinations other than the place of delivery defined in the PO? The necessary local resources for such transport and the required time are to be considered.

c. Site preparations/Site Readiness

III. Pre-Installation Instructions for Cold and Freezer Rooms

The following instructions provide the main guideline of what is defined as Site Readiness. This is required for the contracted technician to start working immediately upon arriving at the installation site:

General

- a. Ensure that the goods will be on the actual installation site within carrying distance from the final location before the arrival of the engineer (if supplier will carry out the installation);
- b. Storing of the goods is to be done in a covered and secured area;
- c. Ensure that the intended installation site is cleared and ready for immediate installation to start;
- d. Equip installation space with adequate ventilation or windows which can be opened on the top of the existing wall(s) with netting/burglar proof grills;
- e. The crates are to be opened by engineers from the service supplier to verify that all pieces of equipment have arrived as packed by the supplier;
- f. Ensure that there is local unskilled labour available for carrying the materials and doing minor installation work such as installation of the floors, walls and ceiling panels as well as doors and shelving under the supervision of the supplier engineer;
- g. For the electrical installation it is recommendable to have a local electrician present to assist in the installation and to do the final connection to the local supply network;
- h. During installation it is recommended that all technical personnel who will be responsible for the future daily operation, maintenance and service of the room(s) will be present and participate in the installation work, thereby getting a thorough understanding of the equipment.

Prefabricated rooms

- i. The doors of the WIC are located in the middle of one of the long walls;
- j. There should be a free space of preferably 2.5 – 3 metres in the front of the door wall for easy access to the room as well as handling and possible repacking of the stored goods;
- k. When planning the lay-out please note that the side and back of the room can be installed with a minimum distance of 100 mm from the exiting building wall;
- l. Preferably installation is to be done on a levelled concrete floor;
- m. As the rooms are made of prefabricated insulation panels, the levelling / base evenness requirement is +/- 3 mm / 3 m and +/- 5 mm / 5 m;
- n. The entrance door to the space where the installation of the room(s) is to be done should be about 900 mm wide so that panels and other pieces of equipment can be easily carried through the door opening.

Electrical supply and power consumption for WICs and WIFs

- o. Ensure that electricity is available in the installation premises, 380-400 V, 50 Hz, 3-phase and that there is a proper switch box/distribution board with fuses and a main switch for the local national grid.

IV. Timing of the installation start

The preparation time of approximately 4-5 weeks from declaration of site readiness until arrival of the technicians has to be considered. This depends on the actual circumstances in each case, such as visa requirements, medical requirements, travel conditions with flight availability etc.

For best possible planning by the supplier, the customer/Country Office should provide all relevant facts regarding these issues to the supplier and support the process of preparation. This can also include recommending and booking of suitable hotel accommodation and does always include the provision of local travel to and from the installation site(s).

Please [contact Supply Division/Cold Chain Unit](#) for any related queries.