

Cold Storage Project Checklist

Use this worksheet to prepare an initial refrigeration and cold-storage proposal discussion. It is designed to capture available facts and clearly mark information that is still unknown. It is not a refrigeration-load calculation, a final equipment selection, a construction drawing or a food-safety specification.

1. Contact and site

Item	Your information
Contact name	
Company	
Email	
WhatsApp / telephone (optional)	
Project country and city	
Site type	New build / expansion / retrofit / other
Project stage	Concept / design / tender / construction / operating site
Target programme or decision date	

2. Product and operation

Item	Your information
Product type / varieties	
Product condition at intake	
Required room or outfeed condition	
Daily incoming quantity	
Storage inventory or pallet requirement	
Freezing throughput (if applicable)	
Product packing / carton dimensions	
Operating shifts, days and peak periods	
Receiving, processing, freezing and dispatch flow	

Important: Storage capacity, refrigeration load, freezing throughput, compressor capacity and energy use are different measures. Record what you know rather than converting one into another.

3. Rooms and building information

Room / zone	Function	L × W × H	Target condition	Doors / traffic	Product / daily movement

- Insulated panel or existing construction information:
- Floor, roof and door information:
- Plant-room location, roof or ground-space constraints:
- Maintenance, lifting and access constraints:
- Available site drawings or layouts:

4. Utilities and environment

Topic	Information to provide
Power supply	Voltage, frequency, capacity and restrictions if known
Ambient conditions	Site climate / heat-rejection context if known
Water availability	Relevant for a heat-rejection option under consideration
Drainage	Existing or planned routes / restrictions
Local requirements	Permits, safety, hygiene, fire or environmental interfaces
Existing plant	Equipment, controls, records and continuity constraints for retrofit work

5. Required scope and project interfaces

Mark each line **Included**, **By local contractor**, **Optional**, **Not required**, or **To be confirmed**.

Workstream	Status / notes
System engineering / design review	
Refrigeration equipment supply	
Air coolers / terminals / controls	
Freezing equipment	
Piping and insulation	
Electrical connection and controls integration	
Insulated panels / doors / civil works	
Freight, unloading and lifting	
Local installation	
Commissioning and training	
Service or monitoring scope	

6. Drawings and files

Attach available material where appropriate:

- Site or building layout
- Cold-room schedule and dimensions
- Product-flow or line-layout drawing
- Existing refrigeration equipment list and photographs for retrofit work
- Electrical information and utility notes
- Any tender specification or local contractor scope

Supported upload formats in the Project Brief Builder: **PDF, JPG and PNG**. Do not upload sensitive files to public messaging channels.

Next step

Submit the available information through the **Project Brief Builder** or email **qdlookingforward@gmail.com**. For a short conversation, WhatsApp **Peter: +86 15190451115**.

A configuration review should confirm operating conditions, equipment interfaces, local responsibilities and the final project boundary before a scope is treated as complete.