



Fridge, Ice Machine & Oven Cleaning Procedure

Procedure Number

CHC-IC-0012

Version Nos:

6

1. Purpose

This Procedure outlines the process for the cleaning of refrigerators, ice machines, microwave ovens and pie warmers by West Coast District Health Board (WCDHB) staff members.

2. Application

This Procedure is to be followed by all clinical staff throughout West Coast District Health Board (WCDHB).

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

Clinical Nurse Specialist - Infection Control is required to:

- oversee all aspects of this Procedure
- monitor the performance of WCDHB staff members in relation to this Procedure;

Ward/Department Managers are required to ensure that cleaning activities are undertaken as outlined in this procedure.

Staff Members are required to:

- ensure they abide by the requirements of this Procedure;
- abide by all WCDHB Infection Control Policy and Procedures;
- abide by all WCDHB Health and Safety Policy and Procedure.

5. Resources Required

This Procedure requires:

- i) Detergent
- ii) Paper towel or cloth
- iii) Mops and bucket
- iv) Hot water
- v) Gloves

6. Process

1.00 Walk-In Refrigerators

1.01 Floors are to be mopped daily with detergent and hot water.

1.02 Door handles are to be cleaned daily with hot water and detergent, and then dried.

1.03 Food expiry dates are to be checked daily, any food that has expired is discarded.



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2.00 Ward Refrigerators

- 2.01 Ward kitchen refrigerators are to be wiped out daily. Wipe with a clean cloth and hot soapy water, rinse with hot water and dry with a clean cloth, or paper towels.
- 2.02 Out of date or cooked food that cannot reuse is to be discarded. If patients food is kept in the refrigerator check with the patient before discarding into rubbish.
- 2.03 No other items other than food are to be kept in the Ward kitchen refrigerator.
- 2.04 Ward refrigerators are to be defrosted monthly.
- 2.05 If a refrigerator fails to work properly, a requisition to the Facilities help desk is to be forwarded immediately.

3.00 Drug Refrigerators

- 3.01 Drugs refrigerators must be fully cleaned on a monthly basis, in addition to being wiped out each week (as per Section 2.01 – 2.05).
- 3.02 Place drugs into storage container and transfer them temporarily into another drug refrigerator.
- 3.03 Assemble equipment and wipe down interior of refrigerator including shelving and door
- 3.04 Ensure surfaces are dry before returning drugs to refrigerator.
- 3.05 The cleaning is to be documented along with the date, time, initials and signature of the staff member who did the cleaning.
- 3.06 Place the thermometer back into the refrigerator in an upright position. 1 – 2 hours after the thermometer has been returned to the refrigerator, reset thermometer.
- 3.07 If a refrigerator fails to work properly, a requisition to the Facilities help desk is to be forwarded immediately.

4.00 Ice Machines

- 4.01 Ice machines are to be cleaned on a weekly basis.
- 4.02 Remove all ice into a bucket before commencing cleaning and discard.
- 4.03 All internal surfaces, trays and the flap door of the ice machine are cleaned
- 4.04 Using hot water and detergent wash all surfaces.
- 4.05 Rinse with clean hot water, wipe with paper towels and leave dry.
- 4.06 Ensure floor around the machine has been cleaned and dried.



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- 4.07 Scoops and buckets need to be cleaned and rinsed as well.
- 4.08 Arrangements are to be made with the Maintenance Engineer to clean the evaporator and filters at regular intervals during the year and at other time as required.

5.00 Microwaves

- 5.01 Microwaves are to be cleaned daily and immediately after spills with hot soapy water and rinsed with hot water and dried with a clean cloth or paper towels
- 5.02 The outside is also to be cleaned daily.
- 5.03 If a microwave fails to work properly, a requisition to the Facility help desk is to be forwarded immediately.

6.00 Pie Warmers

- 6.01 Pie warmers are to be cleaned daily and immediately after spills with hot soapy water and rinsed with hot water and dried with a clean cloth or paper towels
- 6.02 Turn warmer off at wall before cleaning.
- 6.03 Remove and discard food.
- 6.04 Take doors off if they can be removed.
- 6.05 Wash inside and out well with hot soapy water, rinse and dry.
- 6.06 Wash and dry racks.
- 6.07 Reassemble for use
- 6.08 If Pie warmer fails to work properly, a requisition to the Facility help desk is to be forwarded immediately

7. Precautions and Considerations

- ➔ Ice machines are to be cleaned on a weekly basis.
- ➔ Drugs refrigerators must be wiped out weekly and fully cleaned on a monthly basis.
- ➔ Ward/Department Managers are responsible for ensuring that cleaning occurs as per the requirements of this Procedure



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8. References

New Zealand Standard – Infection Control NZS 8142:2008

Australia New Zealand Food Authority (ANZFA) January 2001 *Food Safety Standards* Food Safety Program Australia and New Zealand Food Authority Canberra

Infection Control Guidelines for the prevention of transmission of infectious diseases in the Health care setting. Australian Government Department of Health & Ageing. (19.2- 19.8) 2004

9. Related Documents

WCDHB Infection Control Procedure Manual

WCDHB Health and Safety Policy and Procedure Manual

Revision History	Version:	6
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