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| Name of Policy: | Cleaning and Monitoring of Refrigerators, Microwaves, Ice Machines |  <p>Effective Date: 4/25/2011 Initial Effective Date: 4/1/1999</p> |
| Policy Number: | 3364-109-EQP-304 | |
| Department: | Infection Control Hospital Administration Medical Staff | |
| Approving Officer: | Chairman, Infection Control Committee Vice President for Finance and Administration and Interim Executive Director Chief of Staff | |
| Responsible Agent: | Infection Control Practitioner | |
| Scope: | The University of Toledo Medical Center and its Medical Staff | |
| <input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy | | |

(A) Policy Statement

All required food related equipment will be cleaned and documented on the appropriate monitoring tool and maintained in the department where the equipment is placed.

(B) Purpose of Policy

To assure that appropriate cleaning and monitoring is performed as required, documentation is maintained of the monitoring and actions taken to assure equipment is maintained in optimal functionality and cleanliness.

(C) Procedure

1. Refrigerators:


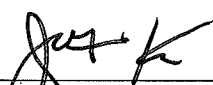
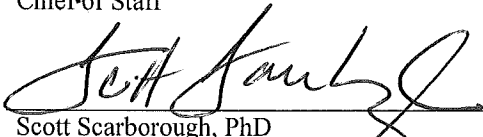
- ◆ Will have a functioning thermometer present in a visible location inside the unit.
- ◆ Will be monitored daily (in departments that are open daily).
- ◆ Departments that are not open daily will be monitored each day when open
- ◆ Temperature checks will be documented on the refrigerator monitoring log (see attachment example).
- ◆ This form may be duplicated and used 1 per month, highlighting the month in use.
- ◆ Documentation of follow up for out of range readings will be noted on the reverse side of the monitoring log and called to Facilities Maintenance.
- ◆ If found to be out of range, perishables will be discarded and dietary manager notified. If pharmaceuticals are involved, contact Pharmacy to determine if pharmaceuticals are safe for use.
- ◆ All refrigerators will be single use only (medications, patient's food, staff food, specimens) and will be labeled as to use. (Labels can be obtained through Safety and Health or Infection Control)
- ◆ The acceptable range for refrigerators is 36-46 (meds) and 32-40 (food) degrees Fahrenheit.
- ◆ Patient food refrigerator cleaning will be done on a regular basis by Environmental Services (weekly and as needed).
- ◆ Food and Nutrition Services will clean small spills when restocking.
- ◆ Specimen refrigerators will be labeled with biohazard symbol placed in a prominent location.

- ◆ Cleaning will include the cavity and seal of the unit and be done on a regular basis, if not in daily use, and managed by the Environmental Services Department.

3. Ice Machines:

- ◆ Ice machines will be cleaned and have preventative maintenance by the Facilities Management Department on a regularly scheduled basis. (Bi-annual)
- ◆ Environmental Services will clean the outside surfaces of the ice machines weekly
- ◆ Ice that must be removed from a bin must be scooped with a utensil with a handle
- ◆ All tongs or utensils must be stored in a manner that prevents contamination of the utensil's handle.

Reference: Food Service Operation, Law and Rules Chapter 3732 Ohio Revised Code, Chapter 3701-21 Ohio Revised Code.

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| <p>Approved by:</p> <p> Julie Westerink, MD Chairman, Infection Control Committee</p> <p> John Kane, MD Chief of Staff</p> <p> Scott Scarborough, PhD Vice President for Finance and Administration and Interim Executive Director</p> <p><i>Review/Revision Completed By: Infection Control Committee</i></p> | <p>Review/Revision Date: 5/1/99 4/15/02 4/21/05 5/19/2008 4/25/2011</p> |
| <p><u>5/23/11</u> Date</p> <p><u>07/05/11</u> Date</p> <p><u>6/11/11</u> Date</p> | <p>Next Review Date: 4/1/2014</p> |
| <p>Policies Superseded by This Policy: 31:EQP-803 Contract Linen Services</p> | |

Department of _____

Year _____

Room _____

Equipment Operating Temperature Record:

Instrument: Refrigerator

Temperature Range 36 degrees to 40 degrees F for food;

meds 36 to 46 degrees F.

food 32to 40 degrees F.

If temperature is outside range, call Maintenance to repair, discard food and contact pharmacy to determine if pharmaceuticals can be utilized.

Read and Record Temperature daily. Sign your initials.

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Circle any temperature that does not fall within the required range to signify that corrective action has been taken.

