


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>HVAC</b>	<b>Procedure Number:</b>	<b>HVAC-12</b>
<b>Subject:</b>	<b>Ice Machine Maintenance</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>December 2019</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

Ice machine maintenance will be performed in accordance with the manufacturer's recommendations and specifications.

**Purpose**

To ensure efficient operating of machines to provide the highest quality ice to patient and staff.

**Procedure**

Quarterly:

1. Remove covers and wipe off compressors.
2. Brush condenser coils clean.
3. Visual check of unit.
4. Check condenser for freon leaks.
5. Listen for unusual noises or conditions. Report information to immediate supervisor.

Semiannually:

1. Clean evaporators with ice machine cleaner and sanitizer.
2. Clean all drain lines