

<b>Section</b>	<b>UTMB On-line Documentation</b>	<b>01.03 - Policy</b>
<b>Subject</b>	<b>Infection Control &amp; Healthcare Epidemiology Policies and Procedures</b>	<b>11/26/18- Revised</b>
<b>Topic:</b>	<b>01.03 - Care and Maintenance of Ice Machines and Portable Ice Carts</b>	<b>1979 - Author</b>

## 01.03 - Care and Maintenance of Ice Machines and Portable Ice Carts

Purpose	To define appropriate measures for the safe storage and dispensing of ice.
Audience	All employees of UTMB hospitals, clinics, outpatient surgical center, contract workers, volunteers, and students
Responsibility	The Property Services department of the division of Business Operations and Facilities will be responsible for routine cleaning and maintenance of ice machines. In the event of an ice machine failure, portable ice carts may be used. At that time, Nursing personnel shall be responsible for the routine cleaning of portable ice carts and storage of ice scoops. Ice for patient use shall be dispensed only by employees.
Maintenance: Property Services	<p><b>Weekly</b></p> <p>Clean Drain line with stiff brush and 10 % bleach solution</p> <p>Clean Drain/Drip pan</p> <p>Clean dispensing chutes with 50% white vinegar and distilled water solution</p> <p>Remove front cover and clean all surfaces (including cover with 10 % bleach solution).</p> <p><b>Monthly</b></p> <p>Inspect all gasketed surfaces for defects and sanitize all contact points</p> <p>Check bin thermostat</p> <p>Check spout and spout switch</p> <p>Check for water leaks</p> <p>Clean condenser on refrigerator. Use HEPA vacuum.</p> <p>Clean any scale or deposits and disinfect all dispensing chutes/surfaces</p> <p>Report general condition and all repairs needed</p> <p><b>Quarterly</b></p> <p>Turn unit off and isolate water</p> <p>Remove Ice from unit</p> <p>Clean Evaporator with Ice Machine cleaner and 120-degree water</p> <p>Turn water and power back on</p> <p>Run two cycles with cleaning solution. Fill Reservoir completely.</p> <p>Dump and Sanitize by running three cycles with clear water</p> <p>Wipe unit down with 10% bleach solution and return to service</p> <p><b>Annually</b></p> <p>Replace water filter.</p>

<b>Section</b>	<b>UTMB On-line Documentation</b>	<b>01.03 - Policy</b>
<b>Subject</b>	<b>Infection Control &amp; Healthcare Epidemiology Policies and Procedures</b>	<b>11/26/18- Revised</b>
<b>Topic:</b>	<b>01.03 - Care and Maintenance of Ice Machines and Portable Ice Carts</b>	<b>1979 - Author</b>

Maintenance  
Nursing

- When handling ice from portable storage bins personnel should:
  - Wash their hands
  - Hold scoop used with ice chest by the handle; do not touch bowl surface with hands
  - Do not handle ice with hands
  - Do not return unused ice to an ice storage chest
  - Keep doors to chests closed except when removing ice
- Ice should be removed and discarded daily from portable ice carts. The carts should be cleaned and dried. Fresh ice may be added to the portable carts as needed.
- Attach ice scoops to a keeper chain that is short enough that the scoop cannot touch the floor. Keep ice scoops on an uncovered stainless-steel, impervious plastic, or fiberglass tray on top of the chest when not in use. Ice scoops should be smooth and impervious.
- Run the tray and scoop through a dishwasher or wash with soap and water daily.
- Remove all extraneous equipment and items from around or on the ice chests and machines. Limit access to ice chest.

#### **References:**

CDC Guideline for Environmental Infection Control in Healthcare Facilities. 2003