# 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 refrigeration section of the department of heating, ventilation and air conditioning will be responsible for routine cleaning and maintenance of ice machines, both dispenser and bin types in patient care areas. 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 HVAC

- Disconnect the unit.
- Remove and discard all ice.
- Allow the chest to warm to room temperature.
- Check the need for possible repair of any portion of the machine.
- Insure the presence of an air gap at all inlets for potable water.
- Inspect for insect or rodent infestation under the unit, and treat if necessary. Check the gasket around the ice-chest door (open compartment models) for cleanliness and evidence of possible leakage or dripping of contaminants into the ice chest.
- Use clean rags or disposable wipes to scrub all surfaces/including the ice storage compartments with a fresh bleach solution.
- Pay particular attention to door tracks, grids, and gaskets.
- Change water filter element
- Clean reservoir and hoses with ice machine cleaner or Clorox
- Sanitize surfaces that ice contacts with Clorox
- Flush with plain water if Clorox is used
- Flush with baking soda and water if ice machine cleaner is used
- Make ice for 30 minutes and then empty bin
- Oil gear motor
- Check bin thermostat
- Check spout and spout switch
- Check for water leaks
- Clean condenser
- Oil condenser fan motor twice (2) a year
- Report general condition and all repairs needed

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.