# 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:**

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<th>Frequency</th>
<th>Task Description</th>
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| **Weekly** | Clean Drain line with stiff brush and 10% bleach solution  
Clean Drain/Drip pan  
Clean dispensing chutes with 50% white vinegar and distilled water solution  
Remove from cover and clean all surfaces (including cover with 10% bleach solution). |
| **Monthly** | Inspect all gasketed surfaces for defects and sanitize all contact points  
Check bin thermostat  
Check spout and spout switch  
Check for water leaks  
Clean condenser on refrigerator. Use HEPA vacuum.  
Clean any scale or deposits and disinfect all dispensing chutes/surfaces  
Report general condition and all repairs needed |
| **Quarterly** | Turn unit off and isolate water  
Remove Ice from unit  
Clean Evaporator with Ice Machine cleaner and 120-degree water  
Turn water and power back on  
Run two cycles with cleaning solution. Fill Reservoir completely.  
Dump and Sanitize by running three cycles with clear water  
Wipe unit down with 10% bleach solution and return to service |
| **Annually** | Replace water filter. |
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