











<b>Cloth</b>	Blue
<b>PPE</b>	N/A
<b>Chemicals</b>	Sanitiser
<b>Reference</b>	<ul style="list-style-type: none"><li>• Safety policies</li><li>• COSHH manual</li><li>• Risk assessment manual</li><li>• DMLB</li><li>• SOP B0003 - Ice handling</li><li>• SOP OF0003 - Dealing with a spillage</li><li>• Handwash Poster</li></ul>
<b>Equipment</b>	<ul style="list-style-type: none"><li>• Large Saf-T-Ice scoop &amp; holder</li><li>• Saf-T-Ice Tote</li><li>• Nylon bristle brush</li></ul>
<b>VideoSOP</b>	To be used together with this written SOP. <a href="#">Tap here to play</a> 

<b>Step 1</b>		<p>Ice machine cleaning must take place every Sunday.</p> <ul style="list-style-type: none"> <li>• Wash hands thoroughly.</li> <li>• Using the Saf-T-Ice scoop and Saf-T-Ice Tote, fill up the bar ice dumps ready for service.</li> <li>• Empty and dispose of any remaining ice in a suitable sink. Never use a hand wash basin for this activity.</li> <li>• Removing the ice will enable the ice machine moving parts to raise to the up position.</li> <li>• All spillages must be cleared up immediately. Refer to SOP OF0003 - Dealing with a spillage.</li> </ul>
<b>Step 2</b>	 	<ul style="list-style-type: none"> <li>• Remove the front metal cover from the ice machine.</li> <li>• Once the moving parts have raised to the up position, switch off the machine and remove the plug from the power supply socket.</li> </ul>
<b>Step 3</b>		<p>To clean the upper cabinet:</p> <ul style="list-style-type: none"> <li>• Using a clean blue cloth sprayed with sanitiser, wipe internal surfaces of the upper cabinet, paying particular attention to the white melt water tray and the plastic casing around the ice making section.</li> <li>• Replace the front metal cover.</li> </ul>

<b>Step 4</b>		<p>To clean the lower cabinet:</p> <ul style="list-style-type: none"> <li>• Open the bin door.</li> <li>• Spray sanitiser into the internal cabinet and clean the top, sides, base, ledges and corners using a clean blue cloth.</li> <li>• Pour 2 x 500ml bottles of kitchen sanitiser solution down the drain in the base of the machine.</li> <li>• Rinse all internal surfaces with clean fresh water ensuring the water drains away.</li> <li>• Do not dry.</li> </ul>
<b>Step 5</b>		<ul style="list-style-type: none"> <li>• Clean the bin door with sanitiser and a clean blue cloth, paying particular attention to the door seal.</li> <li>• Make sure the seal is fitted correctly to ensure that the door closes properly.</li> <li>• Close the door.</li> </ul>
<b>Step 6</b>		<ul style="list-style-type: none"> <li>• Remove the air filter and clean. The filter must be rinsed under warm water and cleaned with a nylon brush to remove the dust.</li> <li>• Allow filter to air dry before replacing.</li> <li>• Ensure all panels are replaced securely.</li> <li>• Using sanitiser and a clean blue cloth, wipe clean the exterior of the machine.</li> <li>• Switch the machine on once cleaning is completed.</li> </ul>
<b>Step 7</b>		<ul style="list-style-type: none"> <li>• All ice scoops and ice scoop holders must be cleaned in the glasswasher on a daily basis and allowed to air dry.</li> <li>• If required, additional cleaning can be completed using sanitiser and a clean blue cloth.</li> <li>• The Saf-T-Ice Tote and lid must be cleaned daily using sanitiser and a clean blue cloth.</li> <li>• Never use anything other than the designated ice scoop to scoop out ice. Refer to SOP B0003 - Ice handling.</li> <li>• Never store anything in the ice machine cabinet.</li> </ul>
<b>Step 8</b>		<ul style="list-style-type: none"> <li>• Following the weekly deep clean, the Duty Manager must check the cleanliness of the ice machine.</li> <li>• If cleanliness is not satisfactory, repeat the cleaning procedure.</li> <li>• When cleanliness is satisfactory, the Duty Manager must sign the ice machine cleaning check in the Operations DMLB.</li> <li>• DO NOT clean any internal pipework - a call out must be raised via the property maintenance system if any internal pipework requires cleaning.</li> <li>• The ice machine must remain switched on at all times other than when completing the weekly deep clean.</li> <li>• Log all maintenance issues via the property maintenance system.</li> </ul>