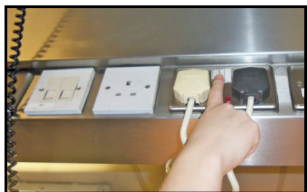



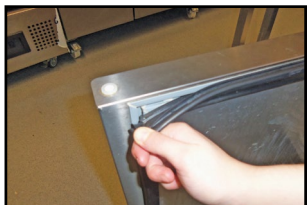

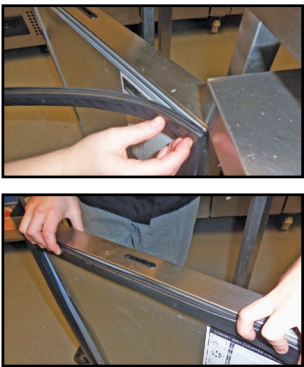








<b>Cloth</b>	Yellow
<b>PPE</b>	N/A
<b>Chemicals</b>	• Sanitiser
<b>Reference</b>	• Safety policies • COSHH manual • Risk assessment manual • DMLB • SOP OF0023 - Pest control • SOP K0004 - Preparation and storage of raw meat • SOP K0055 - Dealing with a spillage • SOP K0009 - Temperature checks on fridges and freezers • SOP K0061 - Electrical safety (kitchen) • Kitchen prep list pack
<b>Equipment</b>	• Replacement door seals • Blue roll • Yellow hazard warning sign • Fridge/freezer thermometer • White plastic tray • Vacuum cleaner • Fridge/Freezer vinyl numbers

<b>Step 1</b>		<p>For the fridge:</p> <ul style="list-style-type: none"> <li>• Remove contents and store safely in an alternative fridge.</li> <li>• Ensure that raw meat is stored in the correct location of the alternative fridge. Refer to SOP K0004 - Preparation and storage of raw meat.</li> <li>• Switch off the fridge and remove plug from socket.</li> <li>• Remove shelf supports and shelves and wash in the dishwasher.</li> <li>• Allow shelves to air dry.</li> </ul> <p>For the freezer:</p> <ul style="list-style-type: none"> <li>• At the end of the trading day, remove contents and store safely in an alternative freezer.</li> <li>• Switch off the freezer and remove plug from socket.</li> <li>• Remove shelf supports and shelves and wash in the dishwasher.</li> <li>• Allow shelves to air dry.</li> </ul>
		
<b>Step 2</b>		<p>For the freezer only:</p> <ul style="list-style-type: none"> <li>• Open the door and place a plastic container under the freezer to catch any water or large pieces of ice.</li> <li>• Do not remove any ice manually.</li> <li>• Do not apply any heat source to the freezer to speed up the defrosting process.</li> <li>• Display a yellow hazard warning sign for the duration of the task.</li> <li>• Defrost the freezer overnight.</li> </ul>
<b>Step 3</b>		<p>For the fridge or freezer:</p> <ul style="list-style-type: none"> <li>• Remove any food debris from the fridge or freezer and discard.</li> <li>• Using sanitiser and a yellow cloth clean the inside of the fridge or freezer paying particular attention to corners, fan cover and bottom vent.</li> <li>• Work from the top downwards.</li> <li>• Using blue roll, dry the inside of the fridge or freezer.</li> </ul>
<b>Step 4</b> cntd on next page		<ul style="list-style-type: none"> <li>• Check that the door seal does not have any splits or breaks.</li> <li>• Check that a replacement seal is available.</li> </ul> <p>If splits or breaks are found replace the seal as follows:</p> <ul style="list-style-type: none"> <li>• Starting at a corner, carefully pull the broken seal away from the housing channel and discard in the general waste bin.</li> <li>• Lightly wet the new seal with hot water so that it is pliable.</li> <li>• Remove any excess water from the seal using blue roll.</li> </ul>
		

<b>Step 4</b> cntd		<ul style="list-style-type: none"> <li>• Starting at a corner, carefully push the seal into the housing channel.</li> <li>• Repeat for each corner.</li> <li>• Carefully push the seal into the housing channel between each corner.</li> <li>• Do not overstretch, kink or twist the seal when fitting.</li> <li>• Check that there are no gaps between the seal and the housing channel.</li> <li>• Once the seal is replaced, ensure that the door closes properly.</li> </ul>
<b>Step 5</b>		<ul style="list-style-type: none"> <li>• Using sanitiser and a yellow cloth clean the inside of the door paying particular attention to the door seal and seal gullies.</li> <li>• Using blue roll, dry the inside of the door, seal and seal gullies.</li> </ul>
<b>Step 6</b>		<ul style="list-style-type: none"> <li>• Using a vacuum cleaner, remove any debris from the motor housing area.</li> <li>• Any signs of pest droppings should be reported to the duty manager immediately.</li> </ul>
<b>Step 7</b>		<ul style="list-style-type: none"> <li>• Replace shelves and close door.</li> <li>• Plug in the fridge or freezer and switch on.</li> <li>• Ensure that the fridge/freezer thermometer is replaced.</li> <li>• Wait until the desired fridge or freezer temperature has been reached. Refer to SOP K0009 - Temperature checks on fridges and freezers.</li> </ul> <p>The safe temperature ranges are:</p> <ul style="list-style-type: none"> <li>• Fridges - between +1°C and +8°C (with a target of +4°C).</li> <li>• Freezers - between -15°C and -23°C (with a target of -18°C).</li> </ul>
<b>Step 8</b>		<ul style="list-style-type: none"> <li>• Using a yellow cloth and sanitiser clean the outside of the fridge or freezer paying particular attention to handles, air vents and cabling.</li> <li>• Inspect the cable and plug casing for signs of damage. If damage is noted, do not use the appliance. Refer to SOP K0061 - Electrical safety.</li> </ul>
<b>Step 9</b>		<ul style="list-style-type: none"> <li>• Refer to kitchen prep list pack when refilling the fridge or freezer.</li> <li>• Where space permits an undercounter service fridge can be designated for the storage of raw meat/fish/eggs to reduce the risk of cross contamination.</li> </ul>
<b>Step 10</b>		<ul style="list-style-type: none"> <li>• Report any maintenance issues via the property maintenance system.</li> <li>• Replacement seals can be ordered via the property maintenance system.</li> <li>• All spillages must be cleaned up immediately. Refer to SOP K0055 - dealing with a spillage.</li> <li>• Fridge and freezer doors must always be labelled with a vinyl number. Refer to SOP K0009 - Temperature checks on fridges and freezers.</li> <li>• Replacement labels can be ordered via the POS order.</li> </ul>