

SOP - Ice Machine Cleaning

Food Safety & Quality Template · Provided by GIFSQ

Ice machines are famously neglected - dark, damp, and rarely cleaned, sitting upstream of every drink you serve. This SOP puts them on a proper cleaning schedule.

Don't let this go stale. Review the SOP at least annually and every time the process, equipment or chemicals change - and re-brief the team whenever you do.

1. Document control

Field	Details
Document title	SOP - Ice Machine Cleaning
Document no.	[QA-SOP-027]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

2. Purpose

To keep ice machines hygienic so ice is safe for consumption.

3. Scope

Covers all ice machines at [site name].

4. Responsibilities

Role	Responsibility
Trained staff	Clean and sanitize per this SOP.
Supervisor	Verifies the schedule is followed.

5. Materials and equipment

- Manufacturer's cleaning instructions
- Food-safe descaler and sanitizer
- Brushes
- Ice scoop (stored outside the machine, never in the ice)

6. Safety precautions

- Isolate power before removing panels.
- Follow chemical safety per the SDS; rinse thoroughly.

7. Procedure

Follow the steps in order. Steps marked [CHECK] are the ones people skip under pressure - don't.

1. Empty the bin; discard all ice before cleaning - don't clean around it.
2. Follow the manufacturer's clean cycle with the correct descaler; brush accessible surfaces.
3. Sanitize per the instructions, respecting contact time; rinse thoroughly with potable water. [CHECK]
4. Clean the bin interior, door seals and exterior; check the scoop and holder condition.
5. Check water filters and replace per schedule; note the date.
6. Restart, discard the first batch of ice after cleaning, then return to service.
7. Record the clean with date and initials; schedule the next one - [frequency, e.g., monthly]. [CHECK]

8. Records

- Ice machine cleaning log
- Water filter change records

9. Revision history

Version	Date	Change description	Changed by
1.0	[YYYY-MM-DD]	Initial issue	[Name]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

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