

Standard Operating Procedure (SOP): Refrigerator and Freezer Cleaning Procedures

This SOP details the **refrigerator and freezer cleaning procedures**, including the preparation steps, safe removal of food items, cleaning agents and tools to be used, cleaning schedules, and sanitization methods. It aims to maintain hygiene, prevent contamination, ensure optimal appliance performance, and prolong the lifespan of refrigeration equipment through regular and systematic cleaning practices.

1. Purpose

To provide standardized procedures for the safe and effective cleaning of refrigerators and freezers, ensuring food safety, appliance hygiene, and performance.

2. Scope

This SOP applies to all staff responsible for the cleaning of refrigerators and freezers in the facility.

3. Responsibilities

- Designated cleaning staff are responsible for executing the cleaning process as per this SOP.
- Supervisors must ensure SOP compliance and maintain cleaning records.

4. Materials and Equipment

- Disposable gloves
- Apron (optional)
- Food-grade sanitizing solution
- Mild dish soap
- Warm water
- Non-abrasive cleaning cloths or microfiber towels
- Soft-bristle brush
- Sponge
- Buckets
- Trash bags
- Labeling materials (for removed food items)

5. Procedure

1. Preparation

- Notify users of the scheduled cleaning time in advance.
- Put on disposable gloves (and apron, if desired).
- Gather all required cleaning materials and tools.

2. Removal of Food Items

- Unplug/turn off the refrigerator or freezer as per manufacturer's instructions.
- Transfer perishable items to an alternative cold storage (if available) or use insulated containers with ice packs.
- Discard expired, spoiled, or unidentifiable items.
- Label and date remaining food items, if necessary.

3. Disassembly

- Remove shelves, drawers, and other detachable parts.

4. Cleaning

- Wash removable parts with warm water and mild dish soap. Rinse and allow to air dry.
- Wipe down the interior surfaces, including walls, floor, and door seals, using a sponge or cloth soaked in warm, soapy water.
- For stubborn stains, use a soft-bristle brush.
- Wipe away all traces of soap with a clean damp cloth.

5. Sanitizing

- Spray or wipe all interior surfaces and removable parts with a food-safe sanitizing solution according to

- manufacturer's instructions.
- Allow sanitized surfaces to air dry or dry with a clean towel.

6. Reassembly and Restocking

- Reinstall all dried shelves, drawers, and parts.
- Plug in and ensure proper appliance operation and temperature recovery.
- Return food items, arranging for optimal storage and airflow.

7. Final Steps

- Dispose of cleaning waste and gloves as per facility waste procedures.
- Wash hands thoroughly after removing gloves.
- Record cleaning completion in the cleaning log.

6. Cleaning Schedule

Frequency	Task
Daily	Wipe up spills immediately; dispose of expired food.
Weekly	Clean shelves, drawers, and interior surfaces as described above.
Monthly	Detailed cleaning and sanitizing, including door seals and exterior handles.
As Needed	After any leak, spill, or contamination incident.

7. Health and Safety Precautions

- Always use gloves when cleaning.
- Only use food-grade cleaning and sanitizing solutions.
- Ensure proper ventilation during cleaning.
- Do not mix cleaning chemicals.
- Ensure all surfaces are dry before restocking to prevent ice buildup and contamination.

8. Documentation

- Record each cleaning session in the cleaning log, including date, time, person responsible, and any observations.
- Report any faults, damage, or persistent odors to maintenance immediately.