

Standard Operating Procedure (SOP)

Cleaning and Maintenance of Refrigeration Units and Storage Areas

This SOP details the **cleaning and maintenance of refrigeration units and storage areas**, encompassing routine cleaning procedures, inspection protocols, preventative maintenance tasks, temperature control monitoring, pest control measures, and record-keeping practices. The goal is to ensure optimal performance, hygiene, and safety of refrigeration equipment and storage environments to preserve product quality and comply with health standards.

1. Scope

This SOP applies to all refrigeration units and storage areas used for the storage of perishable goods.

2. Responsibilities

- Designated cleaning personnel: Perform cleaning and routine maintenance tasks.
- Supervisors/Managers: Oversee compliance, schedule preventive maintenance, review logs.
- Maintenance staff: Conduct inspections, repairs, and corrective maintenance as required.

3. Routine Cleaning Procedures

1. Wear appropriate personal protective equipment (PPE).
2. Remove all products from the unit; store in backup refrigeration if needed.
3. Turn off power and unplug unit if necessary.
4. Remove detachable shelves, drawers, and trays; wash separately with detergent and hot water.
5. Clean interior surfaces using approved sanitizing agents; pay special attention to corners and door seals.
6. Wipe down exterior surfaces, door handles, and control panels.
7. Allow all components and surfaces to air dry completely before reassembly.
8. Return shelves and products; reconnect power and verify temperature restoration.

4. Inspection Protocols

- Visually inspect door seals/gaskets for cracks, tears, or gaps weekly.
- Check and clean condenser coils monthly.
- Inspect for signs of frost buildup or unusual noises.
- Verify that thermometer displays match manual readings.
- Record findings in maintenance log.

5. Preventative Maintenance Tasks

- Lubricate moving parts per manufacturer's instruction (quarterly).
- Check refrigerant levels and pressure (semi-annually or as recommended).
- Replace air filters and light bulbs as needed.
- Schedule annual professional inspection and servicing.

6. Temperature Monitoring and Control

- Record internal temperatures twice daily (morning and evening) on temperature log sheets.
- Ensure units operate within prescribed temperature ranges based on product requirements.
- Calibrate thermometers at least once per month.
- Immediately report and correct deviations from target temperatures.

7. Pest Control Measures

- Keep areas around refrigeration units and storage areas clean and free of food debris.
- Seal gaps, cracks, and entry points around doors, windows, and walls.
- Install pest monitoring traps as appropriate.
- Report any signs of pest activity to the supervisor immediately.

8. Record-Keeping Practices

Record	Frequency	Responsible Person
Cleaning Log	After each cleaning	Cleaning Personnel

Inspection Checklist	Weekly/Monthly	Maintenance Staff
Temperature Log	Twice Daily	Staff on Duty
Pest Control Log	As Needed	Supervisors
Maintenance/Repair Log	As Occurs	Maintenance Staff

9. References

- Manufacturer's operating manuals
- Local health and safety regulations
- Cleaning and sanitization chemical instructions

10. Revision History

Version	Date	Changes Made	Approved By
1.0	2024-06-20	Initial SOP release	Quality Manager

For questions about this SOP, contact the Maintenance or Quality Department.