



**Administrative  
Policies and Procedures**

**Originating Venue:** Infection Control

**Title:** Refrigerator /Freezer Care and Maintenance

**Date Issued:** 2/14

**Date Reviewed:** 2/14

**Date Revised:** 08/14

**Attachment:** Medication Refrigerator/Freezer Temperature Log  
Patient Nutrition Refrigerator Temperature Log

**Policy No.:** IC2321

**Cross Reference:**

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**Purpose:**

To provide staff with guidelines for the care and maintenance of staff, medication, patient nourishment refrigerators, and medication freezers and lab specimen refrigerators.

**Policy:**

All refrigerators and freezers if applicable will be checked daily on business days for temperature range appropriateness by staff (with the exception of staff refrigerators). Refrigerators and freezers will be cleaned in accordance with established schedules. Foodstuffs contained in patient nourishment refrigerators will be dated and discarded in accordance with recommended manufacturer's expiration and use by dates.

**Procedure:**

- A. A digital minimum/maximum thermometer with memory of greater than 7 days, will be kept in all refrigerators/freezers throughout the facility. A log will be posted on an area of the refrigerator/freezer that is accessible to staff. A log will not be posted on staff refrigerators.
  
- B. **Medication and Lab Specimen Refrigerators:**
  1. All medication and lab specimen refrigerator temperatures will be checked by the assigned staff. Temperature readings will be entered on "Temp Log".
  2. For areas that have a medication or specimen refrigerators but are not open on a 7 day basis, the following procedure for temperature monitoring will be implemented :
    - a. The staff will log the memory temp from the appropriate day and time from the digital memory thermometer.
  3. The refrigerator should maintain temperatures between 36°F to 46°F (2°C to 8°C).
  4. The freezer should maintain temperatures between 4° F to 14° F (-20° C to -26° C).
  5. If the temperature falls outside the established range immediately contact the site supervisor for corrective action. The site supervisor will contact the pharmaceutical company to check viability of the medication.
  6. If it is suspected or determined that the unit has malfunctioned it will be taken out of service for repair or replacement by the site supervisor. The site supervisor will contact the practice administrator for notification of replacement or repair.
  7. The exterior of the refrigerator/freezer will be cleaned on a daily basis by assigned staff.
  8. The interior of the refrigerator will be cleaned on a quarterly and on an as-needed basis by assigned staff.

**C. Staff Refrigerators/Freezers:**

1. Staff will be responsible for keeping the refrigerator in an orderly fashion. Staff will discard any expired foodstuffs or containers in the refrigerator on a weekly basis.
2. Departmental staff will be responsible for:
  - a. Cleaning the outside surface of the refrigerator on a daily basis.
  - b. Cleaning the inside of the refrigerator (surfaces) on a quarterly or as-needed basis.
3. Staff will use only healthcare approved cleaning agents when cleaning refrigerators.
4. Management will monitor the overall cleanliness of the staff refrigerator. Additional actions as needed will be based on the findings of management.

**D. Patient Nourishment Refrigerators:**

1. Assigned staff will be responsible for :
  - a. Checking and logging the temperature of the nourishment refrigerator on a daily basis.
  - b. If the temperature falls outside of the established range (36° – 46° degrees), it is recommended that the entire contents of the refrigerator be discarded and the site supervisor notified immediately to affect repairs or replacement of the refrigerator.
  - c. Cleaning the exterior surface of the refrigerator on a daily basis
  - d. Cleaning the interior surfaces of the refrigerator on a weekly or as-needed basis
  - e. Monitoring the food products retained in the refrigerators as per product expiration date.
- E. Completed logs are to be kept on file on the sites location for a period of 3 months on site, and then for a total of 3 years, either in a file or electronically.

**Date Policy to be reviewed:** 08/15



**REFRIGERATOR / FREEZER TEMPERATURE**

LOCATION: \_\_\_\_\_

THERMOMETER CALIBRATION DUE \_\_\_\_\_

Serial number of Refrigerator/Freezer # \_\_\_\_\_

Thermometer Serial # \_\_\_\_\_

MONTH / YEAR: \_\_\_\_\_

MEDICATION REFRIGERATOR    PATIENT NOURISHMENT REFRIGERATOR    FREEZER    LAB/SPECIMEN

Temperature Checks and Initials				Temperature Checks and Initials			
Date	Refrigerator Temperature	Freezer Temperature	Signature	Date	Refrigerator Temperature	Freezer Temperature	Signature
	Min/Max	Min/Max			Min/Max	Min/Max	
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			
				31			

**IF TEMPERATURE IS OUT OF RANGE NOTIFY YOUR SUPERVISOR IMMEDIATELY**

Refrigerator should maintain temperatures between 36°F and 46°F (2°C and 8°C)

Freezer should maintain temperatures between 4°F and 14°F (-20°C and 26°C) unless otherwise specified by medication insert