

ICE MACHINE MAINTENANCE & CLEANING CHECKLIST

(Daily Checks)

Daily Checks

Week of: Unit ID: Staff:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe down all exterior surfaces, the door/lid, and handles with food-grade sanitizer.							
Check the ice for off-odor, off-taste, cloudiness, or any visible particles before service.							
Visually inspect the bin interior and ice chute for pink/brown slime, mold, or black spots.							
Store the ice scoop OUTSIDE the bin in a clean holder; never leave the scoop in the ice or let the handle touch the ice.							
Confirm the bin door/lid closes fully and seals; keep it closed except when scooping.							
Check that ice production and dispensing are normal; note any drop in output or unusual noise.							
Wipe and sanitize the exterior dispense point and drip area on dispenser models.							
Confirm nothing is stored on top of or leaning against the machine (contamination and airflow).							
Additional Task:							

Instructions:

Complete daily for each ice machine and dispenser. The FDA classifies ice as a food, and FDA Food Code 4-601.11 requires food-contact surfaces to be clean to sight and touch — visible pink slime, mold, or biofilm inside the bin is treated exactly like mold on a prep surface and is a health-code violation. The ice scoop is one of the most common citations: it must be stored outside the bin with the handle clear of the ice. Daily visual checks catch a developing biofilm problem before it becomes a failed inspection.

ICE MACHINE MAINTENANCE & CLEANING CHECKLIST

(Weekly & Monthly)

Weekly & Monthly Care

Month: Unit ID: Technician:

TASK	1ST	2ND	3RD	4TH	5TH
Empty the bin, wipe the interior with sanitizer, and inspect corners and seams where biofilm hides (weekly).					
Clean the exterior condenser air filter — a clogged filter cuts efficiency and pulls in airborne yeast and dust (monthly).					
Inspect and wipe the door gasket/seal; a failing seal lets warm, humid air feed mold growth.					
Check the drain line for slow drainage or standing water; standing water is a primary biofilm breeding ground.					
Inspect water supply lines and fittings for leaks or mineral buildup.					
Check the water filter status and replace on schedule (typically every 6 months) — 70% of ice-machine problems trace to the water supply.					
Wipe down the ice-storage scoop holder and sanitize it.					
Note any recurring slime/mold; if it returns quickly, schedule a full deep clean and technician inspection.					
Additional Task:					

Instructions:

Weekly items keep the bin ahead of biofilm; monthly items protect the machine. Slime in an ice machine is biofilm from airborne yeast and fungi — bread, beer taps, and flour dust get pulled in by the cooling fan and multiply in the dark, damp interior. Standing water in the drain and a dirty condenser filter are the two conditions that accelerate it, so keep the drain clear and the filter clean. If mold keeps returning despite cleaning, check airflow, drainage, and water quality, and bring in a technician.

ICE MACHINE MAINTENANCE & CLEANING CHECKLIST

(Deep Clean & Sanitize — Every 6 Months Minimum)

Deep Clean & Sanitize

Service Date: Unit ID: Technician:

TASK	STATUS
Post an 'out of service' sign, turn off the machine, and remove and discard all ice from the bin.	
Disassemble removable parts: water distribution tube, curtain/deflector, and any removable components per the manual.	
Apply NSF-certified ice-machine CLEANER to remove mineral scale and lime from the evaporator and water-contact parts.	
Scrub all surfaces and components; rinse thoroughly until no cleaner residue remains.	
Apply NSF-certified food-safe SANITIZER to all ice-contact surfaces and the bin interior to kill biofilm and bacteria.	
NEVER mix the cleaner and sanitizer — combining them produces toxic fumes. Keep the two steps and chemicals fully separate.	
Reassemble the machine, run and discard the first full batch (or two) of ice made after cleaning.	
Replace the water filter if due. Do NOT run components through a dishwasher — it does not meet the sanitation standard.	
Record the deep-clean date, technician, and next-due date on the cleaning log.	
Additional Task:	

Instructions:

FDA Food Code and NSF International set every 6 months as the MINIMUM deep-clean and sanitize frequency — a floor, not a target. High-volume operations (500+ lbs/day), bars, hotels, and machines near kitchen exhaust or flour dust should be on a quarterly schedule. The order matters: CLEAN removes mineral scale, then SANITIZE kills biofilm — you must do both, in that order. Use NSF-certified products and never mix cleaner and sanitizer, as the combination releases toxic fumes. Always discard the first batch of ice made after a deep clean.

ICE MACHINE MAINTENANCE & CLEANING CHECKLIST

(Cleaning Frequency & Compliance Log)

Cleaning Frequency & Compliance Log

Date:

TASK	STATUS
Log every daily exterior wipe-down and bin visual check with staff initials.	
Record weekly bin sanitizing and monthly filter/condenser cleaning.	
Record each deep clean and sanitize: date, technician, products used, and next-due date.	
Track water filter replacement dates for each unit.	
Log any corrective action taken for slime, mold, off-taste, or reduced production.	
Keep the cleaning log current and posted or filed at each machine — inspectors check for it directly.	
Note the machine make, model, and serial number for each log so records tie to the asset.	
Retain cleaning records per your local health department requirement.	
Additional Task:	

Instructions:

Documentation is half of ice-machine compliance. Health inspectors cite ice machines in two ways: sanitation conditions (visible biofilm, mold, scale) and documentation failures (no current cleaning log). A posted, initialed log proves the 6-month minimum is being met and shows staff are performing daily checks. Tie each log to the machine's serial number so records follow the asset, and retain them per your local health department's requirement. If it isn't documented, an inspector treats it as not done.