**Purpose**

The purpose of this SOP is to inform the reader on the correct usage of the Hoshizaki ice machine and how to operate and maintain the machine effectively.

**Scope of policy**

This SOP will cover what the ice machine can be used for in a laboratory environment, how to operate the machine, and how to take care of and clean the machine. This equipment should only be used by those who know how to operate it.

**Introduction**

The Hoshizaki ice machine creates long lasting cube shaped edible ice which can be used in a laboratory setting to do a range of things including cooling samples. The difference in using the Hoshizaki ice machine as opposed to regular ice from a freezer is that it reduces mineral build up and improves sanitation and reliability of the ice.

**Safety information**

Connect to potable cold water supply only. Water supply pressure should be minimum 0.05 MPa and maximum 0.78 MPa. If the proper pressure exceeds this, use a proper pressure reducing valve. DO NOT throttle back the supply tap.

The ice maker drain is gravity flow, so ensure the drain pipe has an adequate pitch or fall.

The Hoshizaki ice machine is designed to produce and store edible ice. In order to keep the ice machine hygienic:

* Wash hands before removing ice. Use the plastic scoop provided
* The storage bin is for ice use only. Do not store anything else in the bin.
* Clean the storage bin before use
* Keep the scoop clean, clean by using a neutral cleaner and rinse thoroughly (see maintenance and cleaning)
* Close the door after removing ice to prevent entrance of dirt, dust, or insect into the storage bin.

**Operation**

Start up: the installer will normally commission the icemaker to start the automatic ice making process. To ensure continuous operation, make sure that:

* The water supply tap is on
* The icemaker is connected to the power supply

To start the ice making process, check the position of the operation switch on the operation panel:

‘OFF’ position – move it to the ‘ON’ position

‘ON’ position – press the ice button

Shut down: push the stop button on the operation panel. The display will blink in the ‘STOP’ mode for 15 minutes during the drain control operation and will start to illuminate constantly at the end of the drain control.

To prepare the icemaker for long storage:

* Follow the instructions in shut down
* Close the water supply tap
* Remove the inlet hose from the water tap, and drain the hose
* Disconnect the power supply
* Remove all ice from the storage bin, and clean the bin

**Maintenance and cleaning**

Before carrying out any cleaning or maintenance operations, disconnect the icemaker from the electrical supply network. Ask a trained service person to check and clean the condenser at least once a year. This appliance must not be cleaned by use of a water jet. To prevent possible damage, do not clean the plastic parts with water above 40°C or in a dishwasher.

Machine and bin exterior: Wipe the exterior at least once per week with a clean, soft cloth. Use a damp cloth containing a neutral cleaner to wipe off grease and dirt.

Scoop cleaning/sanitisation: Mix 1 litre of water with 4ml of 5.25% sodium hypochlorite solution in a suitable container, or the recommended Hoshizaki sanitiser as directed. Soak the scoop in the solution for more than 3 minutes. Rinse thoroughly and shake to remove surplus liquid. Note: using a cloth to dry may re-contaminate.

Storage bin interior cleaning/sanitisation (weekly)

1. Open the storage bin door, and remove all ice
2. Remove the thumbscrews securing the baffle
3. Remove the baffle from the bin
4. Wash the bin liner and baffle with a neutral non-abrasive cleaner. Rinse thoroughly.
5. Mix 5 litres with 18ml of 5.25% sodium hypochlorite solution in a suitable container, or the recommended Hoshizaki sanitiser as directed.
6. Soak a clean sponge or cloth with the solution and wipe the bin liner surfaces and baffle.
7. Refit the baffle and thumbscrews. Wipe the surface of the bin door and thumbscrews with the solution. Close the bin door.
8. The remaining solution can be used to sanitise utensils

Note: do not wipe dry or rinse after sanitising but allow to air dry.

Storage bin door: clean the storage bin door at least once a week, using a neutral non-abrasive cleaner. Rinse thoroughly after cleaning and sanitise as required.

**No Error Code Indication**: if the icemaker does not work properly or does not work at all, and no error code is indicated, check that the power is supplied to the unit and the water is on.