


Name of Policy: <u>Appliance Responsibilities</u> Policy Number: 3364-137-SH-07 Department: Rehabilitation Services Approving Officer: Chief Operating Officer - UTMC Responsible Agent: Director, Therapy Services Scope: Rehabilitation Services	 Effective Date: 12/1/2022 Initial Effective Date: 7/1/1987
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

The Rehab Services Department will ensure proper cleaning of refrigerators and microwaves, and proper storage of foods.

(B) Purpose of Policy

To provide well-maintained appliances, and to ensure foods are properly identified and are safe.

(C) Procedure

1. All microwaves will be cleaned as needed with an approved sanitizer by designated personnel.
2. All other refrigerators will be cleaned on a regular basis by personnel assigned to those areas.
3. All foods will be dated, labeled, and covered.
4. Foods more than three (3) days old will be discarded. (Items in original package with longer shelf life will be exempt.)
5. Staff personal food should not be stored in refrigerator with patient food.
6. Items brought in by patient's families should be labeled with the patient's name, and date.

Approved by: <u>/s/</u> <u>12/01/2022</u> Alison Matson PT, DPT, NCS Director of Therapy Services Date	Review/Revision Date: 9/1987 9/2003 10/1988 8/2006 10/1991 1/10/2010 10/1993 7/2013 8/1994 7/2014 5/1996 11/1/2016 2/1998 11/2019 9/1998 12/2022 4/1999 10/2000 3/2002
<u>/s/</u> <u>12/01/2022</u> Christine Stesney-Ridenour, COO Date	Next Review Date: 12/1/2025
Policies Superseded by This Policy: 23-SH-07	