



# Generic Ice Head/ Bin PM Checklist

## Daily Tasks

- ☐ Wipe down exterior surfaces of both bin and head with food-safe cleaner.
- ☐ Inspect bin door and hinges for smooth operation and proper sealing.
- ☐ Check ice quality for clarity, shape, and signs of contamination.
- ☐ Listen for unusual noises from the ice head (grinding, humming, etc.).
- ☐ Ensure bin is not overfilled and ice is evenly distributed.

## Weekly Tasks

- ☐ Clean bin interior surfaces with approved sanitizer; rinse thoroughly.
- ☐ Inspect drain line for clogs, leaks, or standing water.
- ☐ Check water inlet and filter for flow and cleanliness.
- ☐ Verify ice head operation: harvest cycle, water fill, and freeze cycle.
- ☐ Inspect power cord and plug for wear or heat damage.

## Monthly Tasks

- ☐ Clean evaporator plate and ice-making components (follow manufacturer guidelines).
- ☐ Sanitize ice chute and dispenser mechanisms.
- ☐ Check fan blades and condenser coils for dust and airflow obstruction.
- ☐ Calibrate bin thermostat or ice level sensor if applicable.
- ☐ Clean behind and underneath unit to remove dust and debris.

## Quarterly Tasks

- ☐ Flush water system and replace water filter (if installed).
- ☐ Review ice production logs for consistency and output.
- ☐ Conduct staff refresher training on ice handling and sanitation.
- ☐ Inspect insulation and bin liner for cracks or microbial growth.

## Annual Tasks

- ☐ Schedule professional inspection and servicing of ice head and refrigeration system.
  - ☐ Replace worn components: gaskets, sensors, valves, fan motors.
  - ☐ Perform full safety and sanitation audit (NSF, health code compliance).
  - ☐ Inspect and certify fire suppression system (if installed nearby).
  - ☐ Evaluate energy efficiency and consider upgrades or retrofits.
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By following this checklist, you will ensure that your Ice Head/Bin operates safely and efficiently, reducing downtime and extending its lifespan. For any questions or further assistance, please contact ProphetPrep support.