

Middlesex Therapeutic Community Residence Procedure	
Food Storage and Handling	
NEW	8/23/2021

1. Food Storage


- a. All perishable food and drink should be labeled, dated, and held at proper temperature.
- b. Resident food shall be placed in a tightly sealed and labeled and dated.
- c. Any food delivered and not consumed within one (1) hour of delivery shall be dated and placed in the refrigerator.
- d. Any meals provided not consumed will be discarded at the end of the meal shift, *i.e.*, lunch will be discarded at dinner and dinner after shift change on 3rd shift.
- e. Items shall be discarded if not consumed after three (3) days of refrigeration.
 - i. Exception: items with manufacturers' date shall be discarded according to the manufacturers' label.
- f. The night shift will check for unlabeled items and discard them.
Each shift should monitor to assure all items are labeled.

2. Monitoring and Documentation of Refrigerator and Freezer Temperatures

- a. All refrigerators and freezers are to be equipped with non-mercury thermometers, which are easy to read and appropriate for the temperature range to be monitored.
- b. Refrigerators and freezers are to be checked and documented daily when they contain any resident food, beverages or medication.
- c. Acceptable temperature ranges:
 - i. Refrigerator 34-40 degrees F
 - ii. Freezer Below 0 degrees F

3. Cleaning of Refrigerator and Freezer:

- a. All refrigeration units used for resident supplies must be cleaned once a month and defrosted every 3 months.
 - a. Cleaning procedure:
 - i. Provide for appropriate cold /frozen storage of contents during cleaning.
 - ii. Disconnect or turn off unit according to manufacturers' recommendations.
 - iii. Cleaning must be performed with disinfectant.
 - iv. Use clean materials to wash all surfaces.
 - v. Pay particular attention to door gaskets, shelves, drawers, areas under drawers or door storage shelves.
 - vi. After cleaning, rinse all surfaces with clean water.
 - vii. Wipe dry with clean materials.
 - viii. Allow surfaces to dry before returning the unit to service.
 - b. Assess for cleanliness daily and document on log or control sheet.
 - c. All spills shall be cleaned up as soon as they occur.
 - d. Thorough cleaning of refrigeration unit is as follows:

Approved by	Signature	Date
Emily Hawes, Commissioner, Department of Mental Health		8/23/21