



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**  
Occupational Therapy and Recreation Therapy Department

**POLICY AND PROCEDURE**

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**SUBJECT: OCCUPATIONAL THERAPY  
TRAINING KITCHENS**

**Policy No.: 604.4  
Revised: June 2016  
Supersedes: December 2015  
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**PURPOSE**

To communicate the requirements for maintaining the OT training kitchens clean and safe for patient use in accordance with regulations.

**POLICY**

The following requirements will be met in all OT training kitchens.

- A. The area will be kept clean at all times.
- B. The refrigerator in the training kitchen will be restricted to patient training related use. Staff lunches will be kept in a separate refrigerator designated for employee use.
- C. Refrigerator and freezer temperatures will be monitored daily to ensure that the refrigerator is maintained between 36-40 degrees Fahrenheit and the freezer is maintained at 0 degrees Fahrenheit.
- D. Edible and non-edible items will be kept separated. All items will be clearly labeled and stored in a separate section of the refrigerator.
- E. Dishes and utensils will be thoroughly washed after each use, dried and stored in clean cupboards.
- F. Sharp knives and other potentially hazardous kitchen gadgets will be stored in a locked area.

**PROCEDURE**

- A. Clean the kitchen immediately after each use.
- B. Maintenance of the refrigerator:
  - 1. Refrigerators will be equipped with a thermometer.

2. A log sheet (Attachment A) for recording refrigerator temperature will be attached on the door of each refrigerator.
  3. Daily temperature readings will be taken at an established time each day as the temperature will vary according to frequency of use.
  4. If the temperature reading exceeds 40 degrees Fahrenheit for refrigerator or below 0 for freezer, adjust thermostat and report it at once to the Facilities Management
  5. The refrigerator temperature log will be sent to the OT office at the end of each month.
- C. Storage of food:
1. Whenever possible, food will be stored in its original closed container.
  2. If the original container has been opened, the remaining product will be placed in a closed container and clearly labeled and dated.
  3. The refrigerator will be cleaned at least once a week and any questionable food discarded.
- D. Washing dishes and utensils:
1. If a dishwasher is not used, dishes and cooking utensils will be thoroughly washed.
  2. If a dishwasher is used, the hot water cycle will be used.
- E. Stove and other small appliances:
- Appliances will be cleaned according to manufacturer requirements.
- F. Refer to OT Policy 604 on cleaning of the OT washing machine.

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Director of Occupational Therapy and Recreation Therapy Department

Signature(s) On File