

FRIDGE CHECK-IN GUIDELINES (updated August 2025)

Everyone's health and safety is important! Please follow these guidelines during every fridge check-in shift.

- Wear gloves when cleaning, or use hand sanitizer when you're done
- Make sure your hands are clean before handling food
- Please do not show up to a cleaning shift if you are feeling unwell; let your location's Slack channel know you'll need to miss your shift, and remove yourself from the schedule until you're feeling better
- Never put food items on the ground during a cleaning shift. Move them from one area to another, or put them in a bin or bag while you are cleaning
- When cleaning, please make space for those who want to use the community fridge

Each location needs to be maintained twice daily to keep the fridges safe and accessible for each other. Each fridge has an AM and PM slot available.

Items to bring to your cleaning shifts include:

- food-safe cleaning spray and paper towels
- bags for removing garbage/rotten or expired food
- hand sanitizer to use after cleaning and before handling any food
- optional but good to have:
 - Non toxic wipes for cleaning particularly bad messes
 - Disposable gloves
 - Extra garbage bags
 - Clean produce bags (for dividing up large produce donations or bagging loose bread)
 - Brochures to hand out to community members wanting to learn more about what we do (if possible)

If you don't have any of these cleaning items we can provide some for you. Reach out to your channel's Fridge Ambassador.

During your fridge cleaning shift, please follow these steps:

- Check the fridge temperature and make sure the the freezer is working (if things don't seem to be working, check to make sure the fridge is plugged in and the dial is set to on)
 - **TIP:** Some of our fridges have dials with the numbers 1-5 or 1-7. The numbers represent **refrigeration power**. Therefore, the **higher the number, the colder the fridge gets**.
 - **TIP:** The ideal refrigerator temperature is between 1.7°C and 3.3°C
 - **TIP:** Keep quick-to-spoil items closer to the back of the fridge (the door gets open often, so the farther back, the cooler the items stay!)

- If you wouldn't eat it, don't leave it
 - start by removing any unsuitable items (guidelines can be found [here](#))
 - check all expiry dates
 - remove items that are past one week expired
 - remove any rotted food, leftovers, homemade meals, unlabelled bulk bags, and open packages
 - restaurants and other food organizations sometimes leave meals. These must be labelled with all ingredients and date made – remove if this info is missing
- Clean the fridge and pantry in sections. When moving food to clean, don't place any items on the ground
- Wipe down all high-touch surfaces (shelves, handles, and outer doors). **Please clean hands or change gloves between handling food and cleaning**
- Organize the fridge and pantry to look neat and inviting (imagine you're stocking the shelves of a grocery store!)
- Wipe down the outside of the fridge and freezer, handles get extra attention

Once you're done cleaning, **take a photo of the fridge and pantry and share it on the location's Slack channel**. Post the temperature of the fridge and let the chat know of any community requests (if your location has a whiteboard).


Erase community requests if they have been up for more than a day or so not all locations have request boards

- If you find any housewares or clothing items, remove them. If you're able, take them to an appropriate organization. If not, curb them. ****DO NOT LEAVE THESE IN THE LOCATION****
- Take away any trash and recycling, leaving the area clean. If there is too much for you to remove, please request help in your fridge's Slack channel.

FRIDGE LOCATION CLEANING SCHEDULES

We recommend downloading the Google Sheets app on your mobile device to make viewing and editing the schedules easier. Check the pinned post in your location's slack channel to find your schedule, and bookmark it on your phone or computer for easy access and updating.

Fridge schedules can be accessed here:

 CFTO Fridge Check-In Schedules