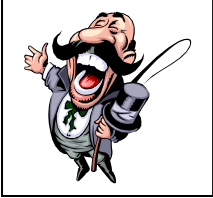


WHY ALL THE FUSS ABOUT CLEANING AND SANITIZING?



Cleaning is important in all food premises, both commercial and domestic, to prevent the transfer of bacteria (bugs) from dirty surfaces and equipment to food.

THE PURPOSE OF CLEANING ENSURES -

- removal of dirt and food leftovers (debris)
- sanitizing of food surfaces and equipment
- prevention of the spread of bacteria

DETERGENTS -

- remove dirt and grease only
- they do not work if the water is dirty
- do not kill bacteria

Hot water, detergent and physical effort will remove most food leftovers (debris) and dirt, but small amount of debris and bacteria will still be present.

SANITIZING -

- may be carried out using a chemical sanitizer and/or hot water
- kills bacteria.
- chemicals should be used according to the manufacturers specifications.
- chemicals may need to be rinsed off before food preparation.
- **some chemicals are combination of detergent and sanitizer.**

CLEANING CLOTHS

It is essential that clean cloths are used
 Colour code the cloths, eg red for raw food surfaces, blue for cooked products
 Do not use food surface / equipment cleaning cloths on the floor
 Sanitize all cloths at the end of the working day

CLEANING / SANITIZING SCHEDULES

A cleaning schedule is a list of jobs that **HAVE** to be carried out in the food storage, preparation and servery areas.

Some of the jobs may require to be done continually, daily, weekly, fortnightly or monthly.

By writing down the job, frequency and cleaning materials to be used, together with person responsible, the work is less likely to be forgotten. If the employer / employee is away, new staff know the cleaning that is required.

HOW TO MAKE A CLEANING / SANITIZING SCHEDULE

1. Begin by making a list of all surfaces and equipment in the premises;
2. Involve staff and decide frequency of cleaning surfaces and equipment;
3. Discuss WHO should be responsible for the cleaning of each item;
4. Discuss with the staff members methods of cleaning the items;
5. Contact a chemical company dealing in the food industry for advice on the type of products to be used in your premises. It is important that the chemicals used are suitable for a food premise and do not impart taste or odour into any food product;
6. Collect the MSDS (Material Safety Data Sheets) off the company supplying the chemicals;
7. Request the company to undertake a training session for your staff in the use of the chemicals;
8. Remember that all surfaces that come into contact with food must be sanitized;
9. Ensure that there is a check that the cleaning has been completed to the required standard;
10. Provide training for new staff in the methods of cleaning;
11. Place a copy of the cleaning schedule on the wall of the premises to which staff can refer;
12. Review the cleaning schedule regularly so that it remains current and is usable.





DAILY

| WHAT | WHEN | WHO | HOW | CHECKED |
|---------------------|----------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Food utensils | After use | Jane | Scrape and rinse to remove food debris; Place in tray and place in dishwashing machine; Activate when loaded; Remove cleaned utensils to storage area | Chef |
| Dishwashing machine | End of day | Jane | Take out trays, impellers and filters and clean in accordance with manufacturers instructions; Clean inside of machine; Check detergent is available and connected; | Allan |
| Work benches | End of each working day AND Start of each working day | Fred | Wipe with clean cloth and detergent / sanitizer; | Chef |
| | And immediately after use | User | Wipe with clean cloth and detergent / sanitizer | |
| Basins and sinks | End of day | Jane | Wash and wipe down basins, sinks and surrounding walls | Allan |
| | After use | User | Wash and wipe down | |
| Floor | As needed during the day and at the end of the day | Robert | Wet mop the floors, wipe up all spills; Use mop, hot water and detergent and disinfectant; Rinse with clean hot water and mop dry | |
| Refuse | Remove containers as needed | Robert | Remove all full containers to skip area; empty and rinse container prior to returning it to food area; | Allan |
| | End of day | Robert | Remove all containers; Empty into skip; Hot water rinse all containers and invert to drain; Replace containers in food areas before work commences | |
| Water Closet | End of working day or when required during working day | Robert | Clean and disinfect toilet bowl and seat and wet mop floor | Allan |



WEEKLY

| WHAT | WHEN | WHO | HOW | CHECKED |
|--------------------|-----------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Walls and Ceiling | Monday | Jane | Remove obvious dirt Wash down with warm water and detergent / sanitizer | Allan |
| Shelves and Ledges | Monday | Jane | Remove all food debris Wipe with damp cloth and detergent / sanitizer | Allan |
| Ventilation | Tuesday | Fred | Remove all filters in rotation and clean filters and both inside and outside of canopy, including drip channel with detergent / sanitizer | Chef |
| Equipment | Tuesday | Fred | Tidy equipment storage Return appliances to correct areas in kitchen | Chef |
| Refrigerators | Wednesday | Robert | Clean down all racks Remove food spillages from floor Defrost if necessary Check stock rotation | Chef |
| Freezer | Wednesday | Robert | Clean down all racks Remove food spillage from floor Defrost if necessary Check stock rotation | Chef |
| Refuse | Wednesday | Robert | Clean and disinfect all containers and yard area | Allan |
| Cupboards | Thursday | Mandy | Remove contents Remove all spillages Clean floor Clean Shelves using detergent / sanitizer Check stock rotation | Chef |
| Dry Goods Store | Thursday | Mandy | Clean up all spillages Tidy shelving arrangements Check stock rotation | Chef |
| Changing rooms | Friday | Jane (female) Fred (male) | Wipe down walls and ceiling using detergent / sanitizer Clean benches Mop floor using hot water and sanitizer | Allan |
| Yard | Saturday | Robert | Clean up all spillages Hose down yard | Allan |



Monthly

| WHAT | WHEN | WHO | HOW | CHECKED |
|-------------|-----------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Lights | Last day of the month | Robert | Remove cover, wipe tubes with a clean damp cloth, clean cover, replace cover | Allan |
| Ventilation | Last day of the month | Fred | Turn off fans (remove the fuse) Clean fans and hood with hot water and detergent Remove filters and steam clean or rinse in hot soapy water | Allan |
| Freezers | Last day of the month | Robert | Remove all product from freezer 1 and place in freezer 2 Defrost the freezer and wipe down all shelving, walls and clean floor The following month do the same for freezer 2 | Allan |

For further information or assistance contact

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