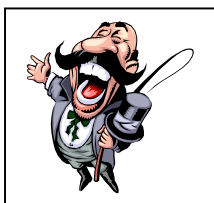




***CLEANING  
AND  
SANITISING  
FOR FOOD  
BUSINESSES***

## 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 onto food.

## THE PURPOSE OF CLEANING ENSURES -

- Removal of dirt and food leftovers (debris)
- Sanitising 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.

## SANITISING -

- May be carried out using a chemical sanitiser and/or hot water
- Kills bacteria.
- Chemicals should be used according to the manufacturers' specifications.
- Chemicals may need to be rinsed off before food can be prepared.
- **Some chemicals are a combination of detergent and sanitiser.**

## CLEANING CLOTHS

It is essential that clean cloths are used or disposable paper towel  
 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  
 Sanitise all cloths at the end of the working day

## **CLEANING / SANITISING SCHEDULES**

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

You will need to identify how often all of the jobs will require to be done, such as continually, daily, weekly, fortnightly, monthly or longer.

By writing down what the jobs are, their frequency and the cleaning materials to be used, together with who is responsible, the work is less likely to be forgotten. If the employer / employee is away, new staff can also know the cleaning that is required.

## **HOW TO MAKE A CLEANING / SANITISING SCHEDULE**

- Begin by making a list of all surfaces and equipment that are in the premises
- Involve staff and decide the frequency of cleaning surfaces and equipment
- Discuss WHO should be responsible for the cleaning of each item
- Discuss with the staff members the best methods of cleaning the items
- 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.
- Collect the MSDS (Material Safety Data Sheets) from the company supplying the chemicals.
- Request the company to undertake a training session for your staff in the correct, safe use of the chemicals
- Remember that all surfaces that come into contact with food must be sanitised
- Check to make sure that the cleaning has been completed to the required standard
- Provide training for new staff in the correct methods of cleaning
- Display a copy of the cleaning schedule on the wall of the premises to which staff can refer
- Review the cleaning schedule regularly so that it remains current and is usable



## DAILY

WHAT	WHEN	WHO	HOW	CHECKED
Food utensils	After use	User	Scrape and rinse to remove food debris; Place in tray and into dishwashing machine; Activate when loaded; Remove cleaned utensils to storage rack or area	Chef
Dishwashing machine	End of day	Waiter	Take out trays, impellers and filters and clean in accordance with manufacturer's instructions; Clean inside of machine; Check detergent is available and connected;	Chef
Work benches	End of each working day AND Start of each working day	Kitchen assistants	Wipe with clean cloth and detergent / sanitiser;	Chef
	And immediately after use	User	Wipe with clean cloth and detergent / sanitiser	
Basins and sinks	End of day	Kitchen assistants	Wash and wipe down basins, sinks and surrounding walls	Chef
	After use	User	Wash and wipe down	
Floor	As needed during the day and at the end of the day	Kitchen assistants	Wet mop the floors, wipe up all spills; Use mop, hot water and detergent and disinfectant; Rinse with clean hot water and mop dry	Chef
Refuse	Remove containers as needed	Kitchen assistants	Remove all full containers to skip area; empty and rinse container prior to returning it to food area;	Chef
	End of day	Kitchen assistants	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	Kitchen assistants	Clean and disinfect toilet bowl and seat and wet mop floor	Chef



## WEEKLY

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



### Monthly

WHAT	WHEN	WHO	HOW	CHECKED
Lights	Last day of the month	Kitchen assistants	Remove cover, wipe tubes with a clean damp cloth, clean cover, replace cover	Chef
Ventilation	Last day of the month	Kitchen assistants	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	Chef
Freezers	Last day of the month	Kitchen assistants	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	Chef

**For further information or assistance contact**

**BOB DRAPER  
ENVIRONMENTAL HEALTH OFFICER  
CLUTHA DISTRICT COUNCIL  
PHONE : (03) 418 1350**



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