

SAMPLE CLEANING PROCEDURES

Forms:

Food Safety Log

Cleaning Schedule and Checklist

Other Types of Evidence of Compliance

Chemical purchase orders and invoices

Material Safety Data Sheets (MSDS)

Chemical list

POLICY:

- ◆ All equipment & utensils that come into direct contact with food are properly sanitised after every use, either by using a sanitiser or hot water above 82°C. All other areas are cleaned on a regular, scheduled basis based on the **Cleaning Schedule and Checklist**
- ◆ All staff and/or volunteers are responsible for the cleanliness of the premises and will be trained in "Clean as you go Procedures" during their induction.
- ◆ Staff/ volunteers will follow the **Cleaning Schedule and Checklist**, located in the kitchen, stores and servery areas, which outline what should be cleaned in each area.
- ◆ Special cleans are carried out by professional contractors, staff or volunteers as required.
- ◆ The Co-ordinator will ensure that adequate stocks of cleaning chemicals and equipment are maintained and that MSDS (Material Safety Data Sheets) are maintained for all chemicals used.
- ◆ Approved chemical suppliers will provide Material Safety Data Sheets (MSDS) on each chemical
- ◆ MSDS will be held in the Co-ordinator's office.
- ◆ All staff/ volunteers will be trained in: -
 - The correct type and dosage of chemicals for cleaning and sanitising all areas.
 - Correct tools and materials to effectively carry out the job
 - How to safely dismantle and clean equipment
 - Correct use and storage of cleaning equipment
 - General chemical safety
 - How to ensure that the chemical sanitiser is working correctly.

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- ◆ Cleaning Sanitisers will be used following all cleaning activities. These will be regularly monitored for correct dilution of the quaternary ammonia using test strip papers to measure chlorine levels in the sanitiser solution. Cleaning sanitiser will be replaced based on manufacturer's instructions, generally every 15 hours.
- ◆ To ensure the safety of the food the following rules will apply:-
 - Chemical containers will not be used for food storage and visa versa
 - All chemical containers will be clearly labeled
 - Chemicals are never mixed together
 - Staff/ volunteers will follow manufacturers' instructions at all times
 - Staff/ volunteers will use the correct protective clothing and equipment
 - Chemicals and equipment used for cleaning will be stored safely and correctly away from all food sources.
- ◆ All cleaning cloths and other cleaning equipment will be of good condition and will not pose a threat to food safety.
- ◆ Clean disposable cleaning cloths will be used.
- ◆ The Co-ordinator will visually monitor cleaning standards of the kitchen premises on a daily basis. On a weekly basis the Co-ordinator will conduct an in-depth inspection of the cleaning standards of the kitchen, stores/ dock and servery areas using the **Food Safety Log**. This will ensure that the **Cleaning Schedule and Checklist** is being strictly adhered to.
- ◆ Areas of non-conformance and corrective action to prevent a re-occurrence will be noted on the **Food Safety Log**. If staff/ volunteers are not meeting the required standards they should be retrained and supervised more closely.
- ◆ If areas are being missed or new equipment is purchased, the **Cleaning Schedule and Checklist** will be updated.
- ◆ The Cleaning Schedule and Checklist will be regularly reviewed by the Co-ordinator.