

A GUIDE TO CLEANING AND CLEANING SCHEDULES

All surfaces and equipment become dirty during the normal course of business but it is essential that this does not reach a level which exposes food to risk of contamination. Correct and regular cleaning is vital.

Why Clean?

The main reasons for cleaning are:-

- (a) to assist in ensuring the quality of the finished product by reducing the risk of contamination by bacteria and foreign matter;
- (b) to provide a healthy and safe environment for staff to work in;
- (c) to maintain equipment and the structure in a condition which minimises the growth of bacteria and risk of infection;
- (d) to promote a good image to customers.

Effective Cleaning

As a general rule staff must be trained to "**clean as they go**", but to be effective cleaning must be planned. A schedule must be drawn up and implemented which specifies the frequency of cleaning, the persons responsible, the method of cleaning, the amount and type of chemical to be used and precautions to be taken (i.e. protective clothing).

Guide to Cleaning

The objective of any cleaning schedule is to obtain the maximum effect from the minimum effort. Regular cleaning will prevent the build up of dirt on equipment, surfaces and the structure. This will in the long term show savings in the cost of replacement and repair and time spent on deep cleaning. It is a management responsibility to regularly evaluate the effectiveness of the schedule and make any necessary alterations.

What Chemicals to Use

Although a variety of different cleaning products are available, their chemical composition and properties are often essentially the same.

Detergents are chemicals used to dissolve grease and remove dirt and are used in the first stage of the cleaning process. However, even though a surface looks clean it may still have bacteria on it. To make sure that the surface is safe it is essential to also use a disinfectant or sanitiser which will remove bacteria to a safe level. Disinfectant should be odourless and colourless to avoid tainting food and must be used on any surfaces or equipment which food comes into contact with.

Storage of Cleaning Chemicals

Supplies of cleaning chemicals should be kept in a suitable storage cupboard, preferably lockable. Where possible the storage cupboard should be sited away from food rooms. At no time should food or materials that might come into contact with food (i.e. pots, pans, disposal containers etc.) be stored with cleaning chemicals.

Health and Safety

Under the Control of Substances Hazardous to Health Regulations 1988 (COSHH) it is necessary to complete a suitable and sufficient assessment of the risks created by work which is liable to expose employees to any substances hazardous to health. This may, of course, include chemicals used for cleaning. The assessments should be recorded. It will, of course, be necessary to implement any steps necessary to prevent or control exposure to risk. (The Health and Safety Executive has produced a set of advisory leaflets concerning COSHH).

The following schedule is given as a guide only.

KITCHEN CLEANING SCHEDULE

Equipment/ Surface	Frequency	Chemical	Quantity	Method	
STRUCTURE					
Floors	Daily or as required	Degreaser	2 scoops per bucket	Remove spillages immediately, clean with fresh solution applied by mop, machine or disposable cloth. Renew solution when dirty or after 20 minutes. Rinse with clean water. Rinse mop and bucket, allow to air dry. Note: Position warning sign for wet floor.	
Walls Doors Windows	Weekly as required	Degreaser	1 scoop per bucket		
FOOD CONTACT SURFACES					
Work Surfaces Sinks Trolleys Waste Disposal Dustbins	After use	Sanitiser	1 scoop per bucket		Remove food debris or waste. Wash over with solution of sanitiser using disposable cloth. Renew solution between jobs or when contaminated. Rinse with clean water and dry with clean paper towel. Switch off and disconnect from mains electricity. Dismantle (according to manufacturer's instructions). Wash main body of machine with solution. Rinse and dry with clean paper towel. Reassemble, cover with clean paper towel. Note: Avoid wetting electrical parts.
Slicers Mixers Peelers	After use	Sanitiser	1 scoop per bucket		
<input type="checkbox"/>					
LIGHT EQUIPMENT					
Cutting Boards	After each use	Sanitiser	2 scoops per sink	Remove food debris. Immerse in clean sanitiser solution. Leave for 10 minutes. Drain, rinse and dry with paper towel and stand in rack. Machine dishwasher. Remove food debris. Place in machine dish wash basket. Check wash temperature above 55°C and rinse above 60°C. Pass through machine. Drain. Allow to air dry.	
Pots and Pans Whisks Knives Utensils Crocery <input type="checkbox"/>	After use	Detergent	As dispensed		
HAND CONTACT SURFACES					
Door Knobs Fridge Doors Switches Drawers <input type="checkbox"/>	Daily <input type="checkbox"/>	Sanitiser	1 scoop per bucket	Remove debris. Wash once with fresh solution, and clean disposable cloth. Rinse with clean water. Dry with paper towel. <input type="checkbox"/>	