

Cleaning and sanitising

Procedure

## What is cleaning?

Cleaning in the food industry is a process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent. Micro-organisms (bacteria etc.) will be removed, but the cleaning process is not designed to destroy micro-organisms.

## What is sanitising?

Sanitising is a process that destroys micro-organisms, thereby reducing the numbers of micro-organisms present on a surface. This is usually achieved by the use of heat and chemicals or chemicals.

Cleaning and sanitising are usually done as separate processes. A surface needs to be thoroughly cleaned before it is sanitised as sanitisers are unlikely to be effective in the presence of food residues, grease and detergents.

## What needs to be cleaned and sanitised?

Anything that comes into contact with food must be cleaned and sanitised. Items which do not come into contact with food need only be cleaned. The table below gives some examples.

|  |  |
| --- | --- |
| **Items to be cleaned and sanitised** | **Items to be cleaned** |
| Plates and bowls | Floors  |
| Cutlery | Walls  |
| Glasses, cups and mugs | Ceilings |
| Utensils for preparing and serving food | Rubbish bins |
| Cutting boards | Windows  |
| Preparation benches | Refrigerators |
| Storage containers and trays | Cool rooms and freezer rooms |
| Food display units | Light fittings |
| Food preparation sinks | Cupboards and shelves |
| Hand wash basins | Cleaning equipment (mop, buckets etc.) |

Processing fresh food using dirty equipment will transfer contamination and possibly harmful bacteria. Food utensils and equipment must be cleaned and sanitised before each use and between being used for raw food and ready-to-eat food. Equipment and utensils may also need to be cleaned and sanitised if they have been used for long periods to prepare or process potentially hazardous foods, e.g. meat slicers. The surfaces that food may come in contact with must also be cleaned and sanitised.

## Planning for cleaning

When planning your cleaning and sanitising program, remember the following points:

* start at the back and work towards the front. Start high and work your way down
* single-use paper towels are better than cloths. If you use cloths, they must be washed in hotwater and allowed to dry after every use
* use the right size brush or cleaning tool for each task
* use food-grade detergents and sanitisers, always follow the manufacturer’s instructions
* clean as you go
* keep cleaning chemicals away from food storage areas
* disassemble equipment such as a meat slicer before starting to clean it
* a dishwasher will sanitise most small equipment, cutlery, plates and glasses, but drip-dryequipment or use clean tea towels where this is not possible
* educate staff on correct cleaning and sanitising procedures
* provide regular checks on cleaning carried out and instruct staff where required
* make sure the containers for garbage and recycled matter are large enough for the amount ofwaste you produce and are capable of being easily cleaned
* ensure that all equipment used for cleaning (e.g. mops, buckets, cloths, brooms) are alsokept clean.

## Cleaning procedures and records

A cleaning procedure is a set of written instructions that describe everything that needs to be done to keep your business clean. It sets out the tasks of cleaning and sanitising, how often each job needs to be done, how it should be done, and who should do it.

A cleaning record is a way of documenting that the cleaning tasks have been done by the responsible personnel.

## What does a cleaning procedure and record look like?

Begin at the back of your premises, write down every piece of equipment that needs to be cleaned as you walk towards the front.

Then, write down how you will clean that piece of equipment, how often it will be cleaned, what materials and chemicals will be used and who will do the cleaning. These instructions will be noted on the cleaning procedure.

## Six steps to proper cleaning

1. **Pre-clean**: scrape, wipe or sweep away food scraps and rinse with water
2. **Wash**: use hot water and detergent to take off any grease and dirt. Soak if needed.
3. **Rinse**: rinse off any loose dirt or detergent foam
4. **Sanitise**: use a sanitiser to kill any remaining germs
5. **Final rinse**: wash off sanitiser (read the sanitiser’s instructions to see if you need to do this)
6. **Dry**: allow to drip-dry, if not possible dry with a clean tea-towel.

## How to sanitise

Most food poisoning bacteria are killed if they are exposed to chemical sanitisers, heat, or a combination of both.

To sanitise:

* soak items in water at 77°C for 30 seconds

**or**

* use a commercial sanitiser following the manufacturer’s instructions

**or**

* soak items in water which contains bleach. The water temperature required will vary with the concentration of chlorine. The table following shows the amount of bleach required and the corresponding water temperature to make sanitising solutions.

|  | With household bleach(4% chlorine) | With commercial bleach(10% chlorine) |
| --- | --- | --- |
| Minimum water temperature | 49°C | 38°C | 13°C | 49°C | 38°C | 13°C |
| Concentration required | 25 ppm | 50 ppm | 100 ppm | 25 ppm | 50 ppm | 100 ppm |
| 5 Litres water | 3.12 mL | 6.25 mL | 12.5 mL | 1.25 mL | 2.5 mL | 5 mL |
| 10 Litres water | 6.25 mL | 12.5 mL | 25 mL | 2.5 mL | 5 mL | 10 mL |
| 50 Litres water | 31.25mL | 62.5 mL | 125 mL | 12.5 mL | 25 mL | 50 mL |

ppm – parts per million

# Cleaning and sanitising records

## Daily cleaning and sanitising Week starting / /

|  |  |
| --- | --- |
| Areas or equipment to be cleaned on a daily basis | Completed by *(please sign)* |
| Area / Equipment | Responsible person | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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## **Weekly** cleaning and sanitising Week starting / /

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| --- | --- |
| Areas or equipment to be cleaned on a weekly (or less frequently than daily) basis including day cleaning is to be undertaken | Completed by *(please sign)* |
| Area / Equipment | Responsible person | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| *e.g. Clean oven, Wednesday, Saturday* | *Kitchen hand* |  |  | *P.Citizen* |  |  | *P.Citizen* |  |
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## **Monthly** cleaning and sanitising Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Areas or equipment to be cleaned on a monthly (or less frequently than weekly) basis | Date scheduled | Date completed | Completed by *(please sign)* |
| Area / Equipment | Responsible person |
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## **Yearly** cleaning and sanitising Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Areas or equipment to be cleaned on a yearly (or less frequently than monthly) basis | Date scheduled | Date completed | Completed by *(please sign)* |
| Area / Equipment | Responsible person |
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