



Cleaning and Sanitising of Surfaces and Shelves

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Approved by:

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Signed:

1. Scope

This document describes the procedure to be followed when cleaning and sanitising surfaces, shelves, table legs and support structures.

2. Staff responsible

- 2.1. All chefs
- 2.2. All cleaners

3. Equipment needed

- 3.1. Correctly diluted multi-purpose cleaner
- 3.2. Correctly diluted QAC sanitiser
- 3.3. Correctly labelled spray bottles for above chemicals
- 3.4. Correctly labelled bucket with warm water and multi-purpose cleaner.
- 3.5. Cleaning cloth
- 3.6. Sanitising cloth or disposable paper towel

4. Method

4.1. Always follow the instructions of the chemical manufacturer

- 4.2. Spray the multipurpose cleaner, from the spray bottle, onto the area to be cleaned.
- 4.3. Dip the cleaning cloth into the bucket of warm water, and use the cloth to clean the area until visibly clean.
- 4.4. Rinse the cloth under running water, and then rinse the area that is being cleaned.
- 4.5. Spray the sanitiser evenly over the entire area that has been cleaned. Make sure to adjust the spray nozzle to ensure a fine mist is sprayed from the bottle. A direct jet will not cover the area!
- 4.6. The sanitiser needs a contact time for at least 3 minutes to kill the germs, so wait at least this time before you wipe the sanitiser off the area to be cleaned.
- 4.7. **DO NOT** wipe the sanitiser off with the same cloth you used to clean the areas. **DO USE** a dedicated sanitiser cloth or disposable paper towel.
- 4.8. You can also leave the sanitiser to dry if this is possible, and then do not have to wipe it off.

5. Records required

None