



**QUALITY ASSURANCE - HEALTH AND SAFETY
HACCP - Cleaning Procedure & Schedule - Butchery**

CODE: 11.02.032

EDITION: 1

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Area/ Equipment	Frequency	Materials	chemical used and concentration	Method	Safety Precaution	Responsible	Monitored by
Floor	Between each service, and as required Timings: <u>11:00/17:00/24:00/6:00</u>	Materials <ul style="list-style-type: none"> Floor squeegee Mop brush bucket 	D2 (CT 5MIN) Liquid detergent 10ml or 2 doses in 8 liters of water Or D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water	<ul style="list-style-type: none"> Sweep all loses debris, soil and waste food with water so dust doesn't fly over food and dispose of before mopping. Pour the D2 solution and brush the floors, use the squeegee to drain excessive water and then mop dry, leave to aerate and ensure floors Under equipment are cleaned daily with the same process 	<ul style="list-style-type: none"> Gloves Wet floor signs 	Kitchen Steward	Stewarding supervisor
sinks	As required and at the end of each shift Timings: <u>11:00/17:00/24:00/6:00</u>	Materials <ul style="list-style-type: none"> Hand brush Sponge scourer D2 sprayer D10 sprayer paper towel roll 	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water Or D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water D10 (CT 5MIN) Disinfectant 10ml in 750ml of water Optional D47 few drops in sinks to disinfect & deodorize	<ul style="list-style-type: none"> Rinse sink thoroughly with hot water, Spray the sink with the D2 solution brush the hard deposit or just wash with the sponge, rinse again dry with paper towel, spray with D10, leave 30 seconds, and allow to dry 	Gloves	Kitchen Steward	Stewarding supervisor
Hand wash basins	As required and at the end of each shift Timings: <u>11:00/17:00/24:00/6:00</u>	Materials <ul style="list-style-type: none"> Sponge scourer D2 sprayer D10 sprayer paper towel roll 	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water Or D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water D10 (CT 5MIN) Disinfectant 10ml in 750ml of water Optional D47 few drops in sinks to disinfect & deodorize	<ul style="list-style-type: none"> Rinse sink thoroughly with hot water, Spray the sink with the D2 solution brush the hard deposit or just wash with the sponge, rinse again dry with paper towel, spray with D10, leave 30 seconds, and allow to dry 	Gloves	Kitchen Steward	Stewarding supervisor
Drainers	At the end of each shift Timings: <u>11:00/17:00/24:00/6:00</u>	Materials <ul style="list-style-type: none"> brush bucket 	D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water Optional D47 few drops in sinks to disinfect & deodorize	<ul style="list-style-type: none"> Move the drainer trap and take all debris out, Rinse with hot water Brush with D4.8 solution Rinse with hot water again Replace the drainer trap 	Gloves	Kitchen Steward	Stewarding supervisor



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<p align="center"><u>Walls</u></p>	<ul style="list-style-type: none"> Wipe down daily after midnight or whenever needed clean thoroughly weekly after midnight 	<p>Materials</p> <p>Daily</p> <ul style="list-style-type: none"> wall squeegee Sponge paper towel D2 sprayer D10 sprayer <p>Weekly</p> <ul style="list-style-type: none"> wall squeegee Sponge paper towel Bucket D10 Sprayer 	<p>D2 (CT 5MIN) Liquid detergent 1 dose in 750ml of water for daily wipe</p> <hr/> <p>D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water</p> <hr/> <p>D10 (CT 5MIN) Disinfectant 10ml in 750ml of water</p>	<p>For daily wipe</p> <ul style="list-style-type: none"> Spray walls with D2 solution, scrub with the sponge to take any residue off, rinse with water, dry excessive water with wall squeegee and dry with paper towel Spray with D10 and dry with paper towel <p>For weekly Clean up</p> <ul style="list-style-type: none"> Wash the walls deeply with D4.8 solution scrub with the sponge to take any residue off, rinse with water, dry excessive water with wall squeegee and dry with paper towel Spray with D10 and dry with paper towel 	<p>Gloves</p>	<p>Kitchen Steward</p>	<p>Stewarding supervisor</p>
<p align="center"><u>Wall mounted closet</u></p>	<ul style="list-style-type: none"> Wipe down daily after midnight or whenever needed clean thoroughly weekly after midnight 	<p>Materials</p> <p>Daily</p> <ul style="list-style-type: none"> Sponge paper towel D2 sprayer D10 sprayer <p>Weekly</p> <ul style="list-style-type: none"> Sponge paper towel Bucket D10 sprayer 	<p>D2 (CT 5MIN) Liquid detergent 1 dose in 750ml of water for daily wipe</p> <hr/> <p>D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water</p> <hr/> <p>D10 (CT 5MIN) Disinfectant 10ml in 750ml of water</p>	<p>For daily wipe</p> <ul style="list-style-type: none"> Spray walls with D2 solution, scrub with the sponge to take any residue off, rinse with water and dry with paper towel Spray with D10 and dry with paper towel <p>For weekly Clean up</p> <ul style="list-style-type: none"> Wash the walls deeply with D4.8 solution scrub with the sponge to take any residue off, rinse with water and dry with paper towel Spray with D10 and dry with paper towel 	<p>Gloves</p>	<p>Kitchen Steward</p>	<p>Stewarding supervisor</p>
<p align="center"><u>Shelves</u></p>	<ul style="list-style-type: none"> Wipe down daily after midnight or whenever needed clean thoroughly weekly after midnight 	<p>Materials</p> <p>Daily</p> <ul style="list-style-type: none"> Sponge paper towel D2 sprayer D10 sprayer <p>Weekly</p> <ul style="list-style-type: none"> Sponge paper towel Bucket D10 sprayer 	<p>D2 (CT 5MIN) Liquid detergent 1 dose in 750ml of water for daily wipe</p> <hr/> <p>D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water</p> <hr/> <p>D10 (CT 5MIN) Disinfectant 10ml in 750ml of water</p>	<p>For daily wipe</p> <ul style="list-style-type: none"> Spray walls with D2 solution, scrub with the sponge to take any residue off, rinse with water and dry with paper towel Spray with D10 and dry with paper towel <p>For weekly Clean up</p> <ul style="list-style-type: none"> Wash the walls deeply with D4.8 solution scrub with the sponge to take any residue off, rinse with water and dry with paper towel Spray with D10 and dry with paper towel 	<p>Gloves</p>	<p>Kitchen Steward</p>	<p>Stewarding supervisor</p>



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Pot Wash	As required and at the end of each shift Timings: 11:00/17:00/24:00/6:00	Materials <ul style="list-style-type: none"> Hand brush Sponge scourer D2 sprayer D10 sprayer paper towel roll 	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water Or D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water D10 (CT 5MIN) Disinfectant 10ml in 750ml of water Optional D47 few drops in sinks to disinfect & deodorize	<ul style="list-style-type: none"> Remove any debris Rinse sink thoroughly with hot water, Spray the sink with the D2 solution brush the hard deposit or just wash with the sponge, rinse again dry with paper towel, spray with D10, leave 30 seconds, and allow to dry 	Gloves	Kitchen Steward	Stewarding supervisor
Feed Slicer	After each use End of day when kitchen close	Materials After each use <ul style="list-style-type: none"> paper towel Sponge D2 sprayer D10 sprayer 	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water D10 (CT 5MIN) Disinfectant 10ml in 750ml of water	<ul style="list-style-type: none"> Unplug & Disassemble the machine as described in the manufacturer's Remove all debris and leftovers Spray with D2 solution Scrub with a sponge and rinse with hot water Dry with paper towel Spray with D10, then dry with paper towel Re-assemble as described in manual and let supervisor check 	<ul style="list-style-type: none"> Gloves Manufacturer manual Or <ul style="list-style-type: none"> Training guidelines 	Kitchen Steward	Stewarding supervisor
Robcoupe	After each use End of day when kitchen close	Materials After each use <ul style="list-style-type: none"> paper towel Sponge D2 sprayer D10 sprayer 	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water D10 (CT 5MIN) Disinfectant 10ml in 750ml of water	<ul style="list-style-type: none"> Unplug & Disassemble the machine as described in the manufacturer's Remove all debris and leftovers Spray with D2 solution Scrub with a sponge and rinse with hot water Dry with paper towel Spray with D10, then dry with paper towel Re-assemble as described in manual and let supervisor check 	<ul style="list-style-type: none"> Gloves Manufacturer manual Or <ul style="list-style-type: none"> Training guidelines 	Kitchen Steward	Stewarding supervisor
Meat Saw	After each use End of day when kitchen close	Materials After each use <ul style="list-style-type: none"> paper towel Sponge D2 sprayer D10 sprayer 	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water D10 (CT 5MIN) Disinfectant 10ml in 750ml of water	<ul style="list-style-type: none"> Unplug & Disassemble the machine as described in the manufacturer's Remove all debris and leftovers Spray with D2 solution Scrub with a sponge and rinse with hot water Dry with paper towel Spray with D10, then dry with paper towel Re-assemble as described in manual and let supervisor check 	<ul style="list-style-type: none"> Gloves Manufacturer manual Or <ul style="list-style-type: none"> Training guidelines 	Kitchen Steward	Stewarding supervisor



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<u>Vacuum machine</u>	End of day when kitchen close	Materials After each use <ul style="list-style-type: none">• paper towel• Sponge• D2 sprayer• D10 sprayer	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water	<ul style="list-style-type: none"> • Unplug & Disassemble the machine as described in the manufacturer's • Remove all debris and leftovers • Spray with D2 solution • Scrub with a sponge and rinse with hot water • Dry with paper towel • Spray with D10, then dry with paper towel • Re-assemble as described in manual and let supervisor check 	<ul style="list-style-type: none"> • Gloves • Manufacturer manual Or <ul style="list-style-type: none"> • Training guidelines 	Kitchen Steward	Stewarding supervisor
			D10 (CT 5MIN) Disinfectant 10ml in 750ml of water				
<u>Stainless Steel Trolleys</u>	<ul style="list-style-type: none"> • Wipe down daily after midnight or whenever needed • clean thoroughly weekly after midnight 	Materials Daily <ul style="list-style-type: none"> • Sponge • paper towel • D2 sprayer • D10 sprayer Weekly <ul style="list-style-type: none"> • Sponge • paper towel • Bucket • D10 sprayer 	D2 (CT 5MIN) Liquid detergent 1 dose in 750ml of water for daily wipe	For daily wipe <ul style="list-style-type: none"> • Spray walls with D2 solution, • scrub with the sponge to take any residue off, • rinse with water and dry with paper towel • Spray with D10 and dry with paper towel For weekly Clean up <ul style="list-style-type: none"> • Wash the walls deeply with D4.8 solution • scrub with the sponge to take any residue off, • rinse with water and dry with paper towel • Spray with D10 and dry with paper towel 	<ul style="list-style-type: none"> • Gloves • Wet floors sign 	Kitchen Steward	Stewarding supervisor
			D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water				
			D10 (CT 5MIN) Disinfectant 10ml in 750ml of water				
<u>Meatsection With tables</u>	Between shifts and after each preparation Timings: 7:00/15:00/24:00/	Materials <ul style="list-style-type: none"> • Paper towel • D2 sprayer • Sponge 	D2 (CT 5MIN) Liquid detergent 5ml in 4liters of hot water	<ul style="list-style-type: none"> • Remove all debris and dirt • Wash surfaces with D2 solution and scrub with the sponge • Dry with paper towel • Spray with D10 and dry with paper towel 	Gloves	Kitchen staff	Junior sous chef
			D10 (CT 5MIN) Disinfectant 10ml in 750ml of water				
<u>Fish section With tables</u>	Between shifts and after each preparation Timings: 7:00/15:00/24:00/	Materials <ul style="list-style-type: none"> • Paper towel • D2 sprayer • Sponge 	D2 (CT 5MIN) Liquid detergent 5ml in 4liters of hot water	<ul style="list-style-type: none"> • Remove all debris and dirt • Wash surfaces with D2 solution and scrub with the sponge • Dry with paper towel • Spray with D10 and dry with paper towel 	Gloves	Kitchen staff	Junior sous chef
			D10 (CT 5MIN) Disinfectant 10ml in 750ml of water				
<u>Poultry section With tables</u>	Between shifts and after each preparation Timings: 7:00/15:00/24:00/	Materials <ul style="list-style-type: none"> • Paper towel • D2 sprayer • Sponge 	D2 (CT 5MIN) Liquid detergent 5ml in 4liters of hot water	<ul style="list-style-type: none"> • Remove all debris and dirt • Wash surfaces with D2 solution and scrub with the sponge • Dry with paper towel • Spray with D10 and dry with paper towel 	Gloves	Kitchen staff	Junior sous chef
			D10 (CT 5MIN) Disinfectant 10ml in 750ml of water				



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Walk in chiller	Daily End of service Every month Clean thoroughly	Materials for daily cleaning <ul style="list-style-type: none"> Floor squeegee Mop brush bucket 	D2 (CT 5MIN) Liquid detergent 5ml in 4liters of hot water	Daily cleaning <ul style="list-style-type: none"> Sweep all lose debris, soil and waste food and dispose of before mopping. Ensure floors Under shelves are cleaned Pour D2 solution on the floor and scrub with the brush Wipe with the floor squeegee Mod and dry and let aerate Each 15 days <ul style="list-style-type: none"> Take all food out to another fridge Take all shelving's to stewarding area and clean with D2 and let dry Brush floors and walls with D2 solution Mop and dry and let aerate 	<ul style="list-style-type: none"> Gloves Wet floor sign 	Kitchen Steward	Stewarding supervisor
		Materials for every month <ul style="list-style-type: none"> Floor squeegee Mop brush bucket sponge paper towel D2 sprayer 	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water				
Walk in freezer	Every month	Materials for every month <ul style="list-style-type: none"> Floor squeegee Mop brush bucket sponge paper towel D2 sprayer 	D2 (CT 5MIN) Liquid detergent 5ml in 4liters of hot water	<ul style="list-style-type: none"> Empty freezer of everything to another freezer Take out all shelving's Sweep all lose debris, soil and waste food, And dispose of before mopping. Shelves to be cleaned with D2 sprayer and dry them out Brush floors and walls with D2 solution Mop and dry and let aerate 	Gloves and jacket	Kitchen Steward	Stewarding supervisor
			D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water				
Ice Machine	Each 15 days	Materials <ul style="list-style-type: none"> Paper towel D2 sprayer Sponge 	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water	<ul style="list-style-type: none"> After you empty the ice and turn off the machine, Spray it with D2 solution Scrub with sponge and dry with paper towel Spray D10, leave 30 seconds, leave to air dry or wipe off with paper towel. 	Gloves	Kitchen Steward	Stewarding supervisor
Reach In and table top fridges	Daily End of service	Materials <ul style="list-style-type: none"> D2 sprayer Sponge D10 sprayer Paper towel 	D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water	<ul style="list-style-type: none"> Take all food out to another fridge Take all shelving's to stewarding area and clean with D2 (CT 5MIN) and let dry Spray fridge inside out with D2 (CT 5MIN) solution and scrub with sponge and dry with paper towel Spray with D10 and air dry 	Gloves	Kitchen Staff	Junior sous chef
			D10 (CT 5MIN) Disinfectant 10ml in 750ml of water				
Garbage bins	End of service on daily basis	Materials <ul style="list-style-type: none"> Hand brush bucket sponge 	D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water	<ul style="list-style-type: none"> Empty and wipe all debris off Wash and scrub thoroughly with D4.8 solution Rinse thoroughly and air dry Spray with D47 	Gloves	Kitchen Steward	Stewarding supervisor
			Optional D47 neat usage to disinfect & deodorize				



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Oxivir Disinfection	Every end of week After midnight	<u>Materials</u> Oxivir sprayer Mop Floor squeegee Paper towel	<u>Oxivir</u> <u>Neat usage</u>	<ul style="list-style-type: none"> • Empty butchery room of everything food put them in proper storage • Spray the Oxivir on all equipments tables and walls • Let for 5 minutes • Rinse and mop dry the area • Let aerate 	Gloves Face mask Goggles Wet floor sign	Kitchen Steward	Stewarding supervisor
Ceiling And Lamps	Every month after midnight	<u>Materials</u> <ul style="list-style-type: none"> • D2 sprayer • Sponge • Paper towel Paper towel	D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water	<ul style="list-style-type: none"> • Spray walls with D2 solution, • scrub with the sponge to take any residue off, • rinse with water, dry excessive water with wall squeegee and dry with paper towel 	Gloves Face mask Goggles Wet floor sign	Kitchen Steward	Stewarding supervisor