

Area/ Equipment	Frequency	Materials	chemical used and concentration	Method	Safety Precaution	Responsible	Monitored by
<u>Floor</u>	Between each service, and as required <u>Timings:</u> <u>11:00/17:00/24:00/6:00</u>	Materials Floor squeegee Mop brush bucket	D2 (CT 5MIN) Liquid detergent <u>10ml</u> or <u>2 doses</u> in <u>8 liters</u> of water Or D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water	 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 	GlovesWet floor signs	Kitchen Steward	Stewarding supervisor
<u>sinks</u>	As required and at the end of each shift <u>Timings:</u> <u>11:00/17:00/24:00/6:00</u>	Materials • Hand brush • Sponge scourer • D2 sprayer • D10 sprayer • paper towel roll	D2 (CT 5MIN) Liquid detergent <u>1 doses in 750ml</u> of water Or D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in 750ml of water <u>Optional</u> <u>D47</u> few drops in sinks to disinfect & deodorize	 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
<u>Hand wash</u> <u>basins</u>	As required and at the end of each shift <u>Timings:</u> <u>11:00/17:00/24:00/6:00</u>	Materials Sponge scourer D2 sprayer D10 sprayer paper towel roll	D2 (CT 5MIN) Liquid detergent <u>1 doses in 750ml</u> of water Or D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in 750ml of water <u>Optional</u> <u>D47</u> few drops in sinks to disinfect & deodorize	 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
<u>Drainers</u>	At the end of each shift <u>Timings:</u> <u>11:00/17:00/24:00/6:00</u>	Materials • brush • bucket	D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water <u>Optional</u> <u>D47</u> few drops in sinks to disinfect & deodorize	 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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Walls	 Wipe down daily after midnight or whenever needed clean thoroughly weekly after midnight 	Materials Daily • wall squeegee • Sponge • paper towel • D2 sprayer • D10 sprayer Weekly • wall squeegee • Sponge • paper towel • Bucket • D10 Sprayer	D2 (CT 5MIN) Liquid detergent <u>1 dose</u> in <u>750ml</u> of water for daily wipe D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in 750ml of water	 For daily wipe 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 For weekly Clean up 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 	Gloves	Kitchen Steward	Stewarding supervisor
<u>Wall</u> <u>mounted</u> <u>closet</u>	 Wipe down daily after midnight or whenever needed clean thoroughly weekly after midnight 	Materials Daily • Sponge • paper towel • D2 sprayer • D10 sprayer Weekly • Sponge • paper towel • Bucket • D10 sprayer	D2 (CT 5MIN) Liquid detergent <u>1 dose</u> in <u>750ml</u> of water for daily wipe D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in <u>750ml</u> of water	 For daily wipe 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 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 	Gloves	Kitchen Steward	Stewarding supervisor
<u>Shelves</u>	 Wipe down daily after midnight or whenever needed clean thoroughly weekly after midnight 	Materials Daily • Sponge • paper towel • D2 sprayer • D10 sprayer Weekly • Sponge • paper towel • D10 sprayer Weekly • Sponge • paper towel • D10 sprayer	D2 (CT 5MIN) Liquid detergent <u>1 dose</u> in <u>750ml</u> of water for daily wipe D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in <u>750ml</u> of water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in <u>750ml</u> of water	 For daily wipe 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 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 	Gloves	Kitchen Steward	Stewarding supervisor

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<u>Pot Wash</u>	As required and at the end of each shift <u>Timings:</u> 11:00/17:00/24:00/6:00	Materials • Hand brush • Sponge scourer • D2 sprayer • D10 sprayer • paper towel roll	D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in 750ml_of water Or D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in 750ml of water <u>Optional</u> <u>D47</u> few drops in sinks to disinfect & deodorize	 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
<u>lce cream</u> <u>Machine</u>	After each use End of day when kitchen close	Materials After each use paper towel Sponge D2 sprayer D10 sprayer	D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in 750ml of water	 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 	 Gloves Manufacturer manual <u>Or</u> Training guidelines 	Kitchen Steward	Stewarding supervisor
<u>Robocoupe</u>	After each use End of day when kitchen close	Materials <u>After each use</u> • paper towel • Sponge • D2 sprayer • D10 sprayer	D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in 750ml of water	 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 	 Gloves Manufacturer manual <u>Or</u> Training guidelines 	Kitchen Steward	Stewarding supervisor
<u>Stainless</u> <u>Steel</u> <u>Trolleys</u>	 Wipe down daily after midnight or whenever needed clean thoroughly weekly after midnight 	Materials Daily • Sponge • paper towel • D2 sprayer • D10 sprayer Weekly • Sponge • paper towel • Bucket • D10 sprayer	D2 (CT 5MIN) Liquid detergent <u>1 dose</u> in <u>750ml</u> of water for daily wipe D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in <u>750ml</u> of water	 For daily wipe 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 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 	GlovesWet floors sign	Kitchen Steward	Stewarding supervisor

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<u>Exhaust</u> and grill	<u>Twice a week</u> <u>After midnight</u>	Materials Sponge scourer scraper D9 gallon D2 sprayer paper towel roll 	D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water	 Dismantle the frill and soak for 3 hours in hot water and D9 (50-100ml/L) Spray with D2, and allow to dry Exhaust skeleton Spray all the interior with D9, make sure ventilation is on Scrub all the grease of Spray with D2 and scrub with Sponge Dry with Paper towel 	GlovesEye goggles	Kitchen Steward	Stewarding supervisor
<u>Proofer</u>	<u>After last usage</u>	Materials Paper towel D2 sprayer Sponge Materials	<u>5ml</u> in <u>4liters</u> of hot water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in <u>750ml</u> of water <u>D9 grease remover</u>	 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
<u>Chocolate</u> <u>room</u>	Between shifts and after each preparation <u>Timings:</u> 7:00/15:00/24:00/	Materials Paper towel D2 sprayer Sponge	D2 (CT 5MIN) Liquid detergent <u>5ml</u> in <u>4liters</u> of hot water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in <u>750ml</u> of water D2 (CT 5MIN) Liquid detergent	 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 Remove all debris and dirt 	Gloves	Kitchen staff	Junior sous chef
<u>Combi</u> <u>ovens</u>	Daily end of service when kitchen close	MaterialsD2 sprayerSponge scourerscraperD9 gallonpaper towel roll	D2 (CT 5MIN) Liquid detergent <u>10ml</u> in <u>8 liters</u> of water <u>D9 grease remover</u> <u>Neat usage</u>	 Turn off boiler after heating Allow boiler to cool to 60C Cone off area and place wet floor signs up Put on precaution equipment Ensure ventilation systems are fully operational Obtain D9 chemical with spray nozzle and spray boiler Fill bucket half full with warm water & obtain plastic scouring pad Rub all surfaces to take of grease Wash off inside out with D2 solution and scrub with sponge Rinse with water and dry with paper towel 	Gloves	Kitchen Steward	Stewarding supervisor
Induction Units	End of service	Materials• D2 sprayer• Sponge scourer• scraper• D9 gallon• paper towel roll	D2 (CT 5MIN) Liquid detergent <u>10ml</u> in <u>8 liters</u> of water <u>D9 grease remover</u> <u>Neat usage</u>	 Turn off Induction and unplug Put on precaution equipment Ensure ventilation systems are fully operational Obtain D9 chemical with spray nozzle and spray boiler Rub all surfaces to take of grease Wash off inside out with D2 solution and scrub with sponge Rinse with water and dry with paper towel 	Gloves Goggles Face mask	Kitchen Steward	Stewarding supervisor

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<u>Walk in</u> <u>chiller</u>	<u>Daily</u> End of service <u>Every month</u> Clean thoroughly	Materials for daily cleaning• Floor squeegee• Mop• brush• bucketMaterials for every month• Floor squeegee• Mop• brush• bucket• sponge• paper towel• D2 sprayer	D2 (CT 5MIN) Liquid detergent 5ml in <u>4liters</u> of hot water D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water	 <u>Daily cleaning</u> 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 <u>Each 15 days</u> 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 	 Gloves Wet floor sign 	Kitchen Steward	Stewarding supervisor
<u>Walk in</u> <u>freezer</u>	Every month	Materials for every month• Floor squeegee• Mop• brush• bucket• sponge• paper towel• D2 sprayer	D2 (CT 5MIN) Liquid detergent 5ml in <u>4liters</u> of hot water D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water	 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
<u>Pastry</u> <u>Store</u>	Every month	Materials for every month• Floor squeegee• Mop• brush• bucket• sponge• paper towel• D2 sprayer	D2 (CT 5MIN) Liquid detergent 5ml in <u>4liters</u> of hot water D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water	 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 Wet floor Sign	Kitchen Steward	Stewarding supervisor
<u>lce</u> <u>Machine</u>	Each 15 days	Materials • Paper towel • D2 sprayer • Sponge	D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water	 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
<u>Dough</u> <u>Mixer</u>	End of service	Materials • D2 solution • Sponge • Paper towel	<u>D2 (CT 5MIN) liquid detergent</u> 5ml in 4 liters of hot water	 Sweep all lose debris Wash the machine with the D2 solution Scrub with sponge Rinse with water Dry with paper towel 	Gloves Wet floor sign	Kitchen Steward	Stewarding supervisor



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<u>Kitchen Aid</u>	End of service	Materials D2 sprayer Paper towel	D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water	Spray machine with D2, allow for 3 minutes and then dry with paper towel	Gloves	Kitchen Steward	Stewarding supervisor
Ceiling And Lamps	Every month after midnight	Materials D2 sprayer Sponge Paper towel Paper towel	D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water	 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
Daily Daily End of service Store Every month Clean thoroughly		Materials for daily cleaning • Floor squeegee • Mop • brush • bucket	D2 (CT 5MIN) Liquid detergent <u>5ml</u> in <u>4liters</u> of hot water	 Daily cleaning 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 			
	Materials for every month • Floor squeegee • Mop • brush • bucket • sponge • paper towel • D2 sprayer	 Mod and dry and let aerate Each 15 days Take all food out of store 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 	 Gloves Wet floor sign 	Kitchen Steward	Stewarding supervisor		
<u>Reach In</u> <u>and</u> table top <u>fridges</u>	<u>Daily</u> End of service	Materials D2 sprayer Sponge D10 sprayer Paper towel	D2 (CT 5MIN) Liquid detergent <u>1 doses</u> in <u>750ml</u> of water <u>D 10 (CT 5MIN) Disinfector</u> <u>10ml</u> in <u>750ml</u> of water	 Take all food out to another fridge Take all shelving's to stewarding area and clean with D2 and let dry Spray fridge inside out with D2 solution and scrub with sponge and dry with paper towel Spray with D10 and air dry 	Gloves	Kitchen Staff	Junior sous chef
<u>Garbage</u> bins	End of service on daily basis	Materials Hand brush bucket	D4.8 (CT 2MIN) powder detergent <u>10grs/liter</u> in hand warm water Optional	 Empty and wipe all debris off Wash and scrub thoroughly with D4.8 solution Rinse thoroughly and air dry 	Gloves	Kitchen Steward	Stewarding supervisor
<u>×115</u>		 sponge 	Deptional D47 neat usage to disinfect & deodorize	 Spray with D47 			

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