



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

CODE: 11.02.034

EDITION: 1

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Area/ Equipment	Frequency	Materials	chemical used and concentration	Method	Safety Precaution	Responsible	Monitored by
<u>Floor</u>	Twice a week	<u>Materials</u> <ul style="list-style-type: none"> <li>Floor squeegee</li> <li>Mop</li> <li>brush</li> <li>bucket</li> </ul>	<b>D2 (CT 5MIN) Liquid detergent</b> <b>10ml or 2 doses in 8 liters</b> of water  Or <b>D4.8 (CT 2MIN) powder detergent</b> <b>10grs/liter</b> in hand warm water	<ul style="list-style-type: none"> <li>Sweep all loses debris, soil and waste food with water so dust doesn't fly over food and dispose of before mopping.</li> <li>Pour the D2 solution and brush the floors, use the squeegee to drain excessive water and then mop dry,</li> <li>leave to aerate and ensure floors Under equipment are cleaned daily with the same process</li> </ul>	<ul style="list-style-type: none"> <li>Gloves</li> <li>Wet floor signs</li> </ul>	Kitchen Steward	Stewarding supervisor
<u>Drainers</u>	Twice a week	<u>Materials</u> <ul style="list-style-type: none"> <li>brush</li> <li>bucket</li> </ul>	<b>D4.8 (CT 2MIN) powder detergent</b> <b>10grs/liter</b> in hand warm water  <u>Optional</u> <b>D47</b> few drops in sinks to disinfect & deodorize	<ul style="list-style-type: none"> <li>Move the drainer trap and take all debris out,</li> <li>Rinse with hot water</li> <li>Brush with D4.8 solution</li> <li>Rinse with hot water again</li> <li>Replace the drainer trap</li> </ul>	Gloves	Kitchen Steward	Stewarding supervisor
<u>Walls</u>	Once a month	<u>Materials</u> <ul style="list-style-type: none"> <li>wall squeegee</li> <li>Sponge</li> <li>paper towel</li> <li>D2 sprayer</li> </ul>	<b>D2 (CT 5MIN) Liquid detergent</b> <b>1 dose in 750ml</b> of water for daily wipe	<ul style="list-style-type: none"> <li>Spray walls with D2 solution,</li> <li>scrub with the sponge to take any residue off,</li> <li>rinse with water, dry excessive water with wall squeegee and dry with paper towel</li> <li>Spray with D10 and dry with paper towel</li> </ul>	Gloves	Kitchen Steward	Stewarding supervisor
<u>Shelves</u>	Once a week	<u>Weekly</u> <ul style="list-style-type: none"> <li>Sponge</li> <li>paper towel</li> <li>Bucket</li> <li>D10 sprayer</li> </ul>	<b>D4.8 (CT 2MIN) powder detergent</b> <b>10grs/liter</b> in hand warm water  <b>D10 (CT 5MIN) Disinfectant</b> <b>10ml in 750ml</b> of water	<u>For weekly Clean up</u> <ul style="list-style-type: none"> <li>Wash the walls deeply with D4.8 solution</li> <li>scrub with the sponge to take any residue off,</li> <li>rinse with water and dry with paper towel</li> <li>Spray with D10 and dry with paper towel</li> </ul>	Gloves	Kitchen Steward	Stewarding supervisor
<u>Trolleys</u>	Everyday end of shift	<u>Materials</u> <u>Daily</u> <ul style="list-style-type: none"> <li>Sponge</li> <li>paper towel</li> <li>D2 sprayer</li> <li>D10 sprayer</li> </ul>	<b>D2 (CT 5MIN) Liquid detergent</b> <b>1 dose in 750ml</b> of water for daily wipe  <b>D10 (CT 5MIN) Disinfectant</b> <b>10ml in 750ml</b> of water	<u>For daily wipe</u> <ul style="list-style-type: none"> <li>Spray walls with D2 solution,</li> <li>scrub with the sponge to take any residue off,</li> <li>rinse with water and dry with paper towel</li> <li>Spray with D10 and dry with paper towel</li> </ul>	<ul style="list-style-type: none"> <li>Gloves</li> <li>Wet floors sign</li> </ul>	Kitchen Steward	Stewarding supervisor
<u>Wine chiller</u>	Once a month	<u>Materials for every month</u> <ul style="list-style-type: none"> <li>Floor squeegee</li> <li>Mop</li> <li>brush</li> <li>bucket</li> <li>sponge</li> <li>paper towel</li> <li>D2 sprayer</li> </ul>	<b>D2 (CT 5MIN) Liquid detergent</b> <b>5ml in 4liters</b> of hot water	<u>Each month</u> <ul style="list-style-type: none"> <li>Take all food out to another fridge</li> <li>Take all shelving's to stewarding area and clean with D2 and let dry</li> <li>Brush floors and walls with D2 solution</li> <li>Mop and dry and let aerate</li> </ul>	<ul style="list-style-type: none"> <li>Gloves</li> <li>Wet floor sign</li> </ul>	Kitchen Steward	Stewarding supervisor