



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

CODE: 11.02.035

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
Walls	<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"> wall squeegee Sponge paper towel D2 sprayer D10 sprayer Weekly <ul style="list-style-type: none"> wall squeegee Sponge paper towel Bucket D10 Sprayer 	D2 (CT 5MIN) Liquid detergent 1 dose in 750ml of water for daily wipe D4.8 (CT 2MIN) powder detergent 10grs/liter in hand warm water D10 (CT 5MIN) Disinfectant 10ml in 750ml of water	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, dry excessive water with wall squeegee 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, dry excessive water with wall squeegee and dry with paper towel Spray with D10 and dry with paper towel 	Gloves	Kitchen Steward	Stewarding supervisor



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<p align="center">Wall mounted closet</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">Shelves</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> <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">Pot Wash</p>	<p>As required and at the end of each shift</p> <p align="center">Timings: 11:00/17:00/24:00/6:00</p>	<p>Materials</p> <ul style="list-style-type: none"> Hand brush Sponge scourer D2 sprayer D10 sprayer paper towel roll 	<p>D2 (CT 5MIN) Liquid detergent 1 doses in 750ml of water</p> <p>Or 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> <hr/> <p>Optional D47 few drops in sinks to disinfect & deodorize</p>	<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 	<p>Gloves</p>	<p>Kitchen Steward</p>	<p>Stewarding supervisor</p>
<p align="center">Stainless Steel Trolleys</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 	<ul style="list-style-type: none"> Gloves Wet floors sign 	<p>Kitchen Steward</p>	<p>Stewarding supervisor</p>



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<u>Cold section With tables</u>	<u>Between shifts and after each preparation</u> Timings: <u>7:00/15:00/24:00/</u>	<u>Materials</u> • Paper towel • D2 sprayer • Sponge	<u>D2 (CT 5MIN) Liquid detergent</u> <u>5ml</u> in <u>4liters</u> of hot water <u>D10 (CT 5MIN) Disinfectant</u> <u>10ml</u> in <u>750ml</u> of 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
<u>Walk in chiller</u>	<u>Daily</u> End of service <u>Every month</u> Clean thoroughly	<u>Materials for daily cleaning</u> • Floor squeegee • Mop • brush • bucket <u>Materials for every month</u> • Floor squeegee • Mop • brush • bucket • sponge • paper towel • D2 sprayer	<u>D2 (CT 5MIN) Liquid detergent</u> <u>5ml</u> in <u>4liters</u> of hot water <u>D2 (CT 5MIN) Liquid detergent</u> <u>1 doses</u> in <u>750ml</u> of water	<u>Daily cleaning</u> <ul style="list-style-type: none"> Sweep all loose 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> <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
<u>Ice Machine</u>	Each 15 days	<u>Materials</u> • Paper towel • D2 sprayer • Sponge	<u>D2 (CT 5MIN) Liquid detergent</u> <u>1 doses</u> in <u>750ml</u> 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
<u>Ceiling And Lamps</u>	Every month after midnight	<u>Materials</u> • D2 sprayer • Sponge • Paper towel Paper towel	<u>D2 (CT 5MIN) Liquid detergent</u> <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
<u>Reach In and table top fridges</u>	<u>Daily</u> End of service	<u>Materials</u> • D2 sprayer • Sponge • D10 sprayer • Paper towel	<u>D2 (CT 5MIN) Liquid detergent</u> <u>1 doses</u> in <u>750ml</u> of water <u>D10 (CT 5MIN) Disinfectant</u> <u>10ml</u> in <u>750ml</u> 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
<u>Garbage bins</u>	End of service on daily basis	<u>Materials</u> • Hand brush • bucket • sponge	<u>D4.8 (CT 2MIN) powder detergent</u> <u>10grs/liter</u> in hand warm water <u>Optional</u> <u>D47</u> neat usage to disinfect & deodorize	<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