



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

CODE: 11.02.036

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Area/ Equipment	Frequency	Materials	chemical used and concentration	Method	Safety Precaution	Responsible	Monitored by
<b>Floor</b>	Between each service, and as required <b>Timings:</b> <u>11:00/17:00/24:00/6:00</u>	<b>Materials</b> <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</b> or <b>2 doses</b> in <b>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
<b>sinks</b>	As required and at the end of each shift <b>Timings:</b> <u>11:00/17:00/24:00/6:00</u>	<b>Materials</b> <ul style="list-style-type: none"> <li>Hand brush</li> <li>Sponge scourer</li> <li>D2 sprayer</li> <li>D10 sprayer</li> <li>paper towel roll</li> </ul>	<b>D2 (CT 5MIN) Liquid detergent</b> <b>1 doses</b> in <b>750ml</b> of water Or <b>D4.8 (CT 2MIN) powder detergent</b> <b>10grs/liter</b> in hand warm water <b>D10 (CT 5MIN) Disinfectant</b> <b>10ml</b> in 750ml of water <b>Optional</b> <b>D47</b> few drops in sinks to disinfect & deodorize	<ul style="list-style-type: none"> <li>Rinse sink thoroughly with hot water,</li> <li>Spray the sink with the D2 solution brush the hard deposit or just wash with the sponge,</li> <li>rinse again dry with paper towel,</li> <li>spray with D10, leave 30 seconds, and allow to dry</li> </ul>	Gloves	Kitchen Steward	Stewarding supervisor
<b>Hand wash basins</b>	As required and at the end of each shift <b>Timings:</b> <u>11:00/17:00/24:00/6:00</u>	<b>Materials</b> <ul style="list-style-type: none"> <li>Sponge scourer</li> <li>D2 sprayer</li> <li>D10 sprayer</li> <li>paper towel roll</li> </ul>	<b>D2 (CT 5MIN) Liquid detergent</b> <b>1 doses</b> in <b>750ml</b> of water Or <b>D4.8 (CT 2MIN) powder detergent</b> <b>10grs/liter</b> in hand warm water <b>D10 (CT 5MIN) Disinfectant</b> <b>10ml</b> in 750ml of water <b>Optional</b> <b>D47</b> few drops in sinks to disinfect & deodorize	<ul style="list-style-type: none"> <li>Rinse sink thoroughly with hot water,</li> <li>Spray the sink with the D2 solution brush the hard deposit or just wash with the sponge,</li> <li>rinse again dry with paper towel,</li> <li>spray with D10, leave 30 seconds, and allow to dry</li> </ul>	Gloves	Kitchen Steward	Stewarding supervisor
<b>Drainers</b>	At the end of each shift <b>Timings:</b> <u>11:00/17:00/24:00/6:00</u>	<b>Materials</b> <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  <b>Optional</b> <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



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<b>Walls</b>	<ul style="list-style-type: none"> <li>Wipe down daily after midnight or whenever needed</li> <li>clean thoroughly weekly after midnight</li> </ul>	<b>Materials</b> <b>Daily</b> <ul style="list-style-type: none"> <li>wall squeegee</li> <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>For daily wipe</b> <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> <b>For weekly Clean up</b> <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, 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
		<b>Weekly</b> <ul style="list-style-type: none"> <li>wall squeegee</li> <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</b> in 750ml of water				
<b>Wall mounted closet</b>	<ul style="list-style-type: none"> <li>Wipe down daily after midnight or whenever needed</li> <li>clean thoroughly weekly after midnight</li> </ul>	<b>Materials</b> <b>Daily</b> <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>For daily wipe</b> <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> <b>For weekly Clean up</b> <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
		<b>Weekly</b> <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</b> in 750ml of water				
<b>Shelves</b>	<ul style="list-style-type: none"> <li>Wipe down daily after midnight or whenever needed</li> <li>clean thoroughly weekly after midnight</li> </ul>	<b>Materials</b> <b>Daily</b> <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>For daily wipe</b> <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> <b>For weekly Clean up</b> <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
		<b>Weekly</b> <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</b> in 750ml of water				



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



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



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<p><b><u>Dairy Walk in chiller</u></b></p>	<p><b>Daily</b> End of service</p> <p><b>Every month</b> Clean thoroughly</p>	<p><b>Materials for daily cleaning</b></p> <ul style="list-style-type: none"> <li>Floor squeegee</li> <li>Mop</li> <li>brush</li> <li>bucket</li> </ul> <p><b>Materials for every month</b></p> <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>	<p><b>D2 (CT 5MIN) Liquid detergent 5ml in 4liters</b> of hot water</p> <hr/> <p><b>D2 (CT 5MIN) Liquid detergent 1 doses in 750ml</b> of water</p>	<p><b>Daily cleaning</b></p> <ul style="list-style-type: none"> <li>Sweep all lose debris, soil and waste food and dispose of before mopping. Ensure floors Under shelves are cleaned</li> <li>Pour D2 solution on the floor and scrub with the brush</li> <li>Wipe with the floor squeegee</li> <li>Mod and dry and let aerate</li> </ul> <p><b>every month</b></p> <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>	<p>Kitchen Steward</p>	<p>Stewarding supervisor</p>
<p><b><u>General Walk in Chiller</u></b></p>	<p><b>Daily</b> End of service</p> <p><b>Every month</b> Clean thoroughly</p>	<p><b>Materials for daily cleaning</b></p> <ul style="list-style-type: none"> <li>Floor squeegee</li> <li>Mop</li> <li>brush</li> <li>bucket</li> </ul> <p><b>Materials for every month</b></p> <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>	<p><b>D2 (CT 5MIN) Liquid detergent 5ml in 4liters</b> of hot water</p> <hr/> <p><b>D2 (CT 5MIN) Liquid detergent 1 doses in 750ml</b> of water</p>	<p><b>Daily cleaning</b></p> <ul style="list-style-type: none"> <li>Sweep all lose debris, soil and waste food and dispose of before mopping. Ensure floors Under shelves are cleaned</li> <li>Pour D2 solution on the floor and scrub with the brush</li> <li>Wipe with the floor squeegee</li> <li>Mod and dry and let aerate</li> </ul> <p><b>Each month</b></p> <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>	<p>Gloves and jacket</p>	<p>Kitchen Steward</p>	<p>Stewarding supervisor</p>
<p><b><u>Ice Machine</u></b></p>	<p>Each 15 days</p>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>Paper towel</li> <li>D2 sprayer</li> <li>Sponge</li> </ul>	<p><b>D2 (CT 5MIN) Liquid detergent 1 doses in 750ml</b> of water</p>	<ul style="list-style-type: none"> <li>After you empty the ice and turn off the machine,</li> <li>Spray it with D2 solution</li> <li>Scrub with sponge and dry with paper towel</li> <li>Spray D10, leave 30 seconds, leave to air dry or wipe off with paper towel.</li> </ul>	<p>Gloves</p>	<p>Kitchen Steward</p>	<p>Stewarding supervisor</p>
<p><b><u>Ceiling And Lamps</u></b></p>	<p>Every month after midnight</p>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>D2 sprayer</li> <li>Sponge</li> <li>Paper towel</li> </ul>	<p><b>D2 (CT 5MIN) Liquid detergent 1 doses in 750ml</b> of water</p>	<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> </ul>	<p>Gloves Face mask Goggles Wet floor sign</p>	<p>Kitchen Steward</p>	<p>Stewarding supervisor</p>
<p><b><u>Reach In and table top fridges</u></b></p>	<p><b>Daily</b> End of service</p>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>D2 sprayer</li> <li>Sponge</li> <li>D10 sprayer</li> <li>Paper towel</li> </ul>	<p><b>D2 (CT 5MIN) Liquid detergent 1 doses in 750ml</b> of water</p> <hr/> <p><b>D10 (CT 5MIN) Disinfectant 10ml in 750ml</b> of water</p>	<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>Spray fridge inside out with D2 solution and scrub with sponge and dry with paper towel</li> <li>Spray with D10 and air dry</li> </ul>	<p>Gloves</p>	<p>Kitchen Staff</p>	<p>Junior sous chef</p>



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<b><u>Garbage bins</u></b>	End of service on daily basis	<b>Materials</b> <ul style="list-style-type: none"> <li>Hand brush</li> <li>bucket</li> <li>sponge</li> </ul>	<b>D4.8 (CT 2MIN) powder detergent</b> <b>10grs/liter</b> in hand warm water	<ul style="list-style-type: none"> <li>Empty and wipe all debris off</li> <li>Wash and scrub thoroughly with D4.8 solution</li> <li>Rinse thoroughly and air dry</li> <li>Spray with D47</li> </ul>	Gloves	Kitchen Steward	Stewarding supervisor
			<b>Optional</b> <b>D47</b> neat usage to disinfect & deodorize				