

# Sanitation



## Sanitation

This section will explain how to manage cleaning and sanitation during the operation of your food facility.

This section will discuss the following key safety points;

- Chemical handling procedures
- High priority cleaning and general cleanliness
- How to develop your master sanitation schedule
- Dishwashing – manual and mechanical dishwashing

Complete this section by:

- Reviewing each of the safety points
- Checking all the boxes that apply to your facility
- Filling in your own procedures where applicable
- Completing your Master Sanitation Schedule form attached

*You do not need to complete this section if you already have your own sanitation procedures. It is recommended that you compare your procedures with those outlined in this section. This will ensure that your procedures cover all the necessary points.*

**Sanitation**

| Safety Point   | Why?   | How do you do this?  |
|--|--|--|
| <p>Cleaning chemicals must be used according to the manufacturer's requirements.</p>  | <p>Chemicals that are not used properly can be ineffective and may not clean and sanitize as needed.</p> <p>Chemicals that are not used properly can also be dangerous to those handling them.</p> | <ul style="list-style-type: none"> <li>● Identify the appropriate chemical for each task.</li> <li>● Read and follow the manufacturer's instructions for mixing and diluting chemicals.</li> </ul> <p><input type="checkbox"/> Fill out the cleaning chemical list form attached.</p> <ul style="list-style-type: none"> <li>● Ensure all employees are trained on the proper use of cleaning chemicals. (see employee training form to keep track of employee training)</li> </ul> <p>If you have your own cleaning chemical list attach it here.</p> |

### Cleaning Chemical List

1. Insert cleaning chemical name and check off if it is detergent or a sanitizer.
2. Write down how you will be mixing this chemical i.e. chemical name and water. Be specific in the amounts needed for mixing.
3. Finally, indicate where this chemical will be used.

| Chemical Name | Type of Chemical |           | Dilution / Mixing Method | List areas where chemical will be used e.g. floors |
|---------------|------------------|-----------|--------------------------|--|
|               | Detergent        | Sanitizer |                          |  |
|               |                  |           |                          |  |
|               |                  |           |                          |  |
|               |                  |           |                          |  |
|               |                  |           |                          |  |
|               |                  |           |                          |  |
|               |                  |           |                          |  |

Date form was last revised: \_\_\_\_\_

Approved by: \_\_\_\_\_

**High Priority Cleaning**

| Safety Point   | Why?  | How do you do this?  |
|--|---|--|
| <p>Wash and sanitize all surfaces people touch often e.g. door knobs, taps, sinks, light switches etc.</p>  | <p>Cleaning these areas regularly will prevent dirt and bacteria from transferring to people's hands and then food.</p> | <ul style="list-style-type: none"> <li>● Use soap and water to wipe the dirt and debris from these surfaces.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>● Use a sanitizer solution such as a 200ppm Chlorine or bleach solution (1/2 teaspoon of bleach per litre of water) to sanitize.</li> <li>● Let the surfaces air dry. Do not use a cloth towel to dry. This may transfer bacteria from the towel back to the surface.</li> </ul> |
| <p>All refrigerators and coolers must be washed and sanitized regularly.</p>   | <p>Keeping refrigerators and coolers clean is an important part of preventing food from becoming contaminated.</p>      | <p>During cleaning, transfer food to another refrigerator or cold storage area and keep the food covered and protected.</p>  |

| Safety Point   | Why?   | How do you do this?   |
|--|--|---|
| <p>Equipment with moving parts must be thoroughly cleaned.</p>  | <p>Equipment with moving parts such as meat slicers and mixers can be tricky to clean and must be taken apart.</p> | <p><input type="checkbox"/> Follow the cleaning directions according to the machine manufacturer.</p> <p>Any machine part that is disassembled can be washed in the dishwasher or the three compartments sink.</p> <p>The rest of the machine that cannot be taken apart must be cleaned in place.</p> <ol style="list-style-type: none"> <li>1. Use soap and water to remove dirt and any food crumbs.</li> <li>2. Use a sanitizing solution to sanitize the machine.</li> </ol> <p>Ensure that you use double the sanitizer strength for clean in place equipment. For example 1 teaspoon (instead of the ½ teaspoon) of bleach per liter of water. This is the equivalent of 200ppm chlorine solution.</p> <p>NOTE: Meat slicers that are continuously being used must be cleaned at least once every 4 hours; otherwise they must be cleaned after every use.</p> |

***Clear and Clean as You Go***

| Safety Point   | Why?   | How do you do this?   |
|--|--|---|
| <p>Equipment that is not being used must be cleared from the kitchen.</p>  | <p>Cleaning is much easier when the area is not cluttered with objects.</p>                          | <p><input type="checkbox"/> Place unused equipment such as cutting boards, knives, pots and pans in a clean designated area.</p>  |
| <p>All surfaces must be thoroughly washed between uses, especially between raw and cooked food preparation.</p>  | <p>Washing and sanitizing surfaces between tasks will ensure that no cross-contamination occurs.</p> | <ul style="list-style-type: none"> <li>● Use soap and water to wipe away food debris and dust.</li> <li>● Use a sanitizer solution such as 200ppm chlorine or bleach solution to sanitize.</li> <li>● Allow the surfaces to air dry.</li> </ul> <p>Use a different wiping cloth when cleaning after handling raw food products and when. For example, use a different cloth to clean a countertop after cutting a raw chicken and slicing a cooked chicken.</p> |

## ***Developing Your Master Sanitation Schedule***

**STEP 1:** Walk through your facility and write down all the items that need cleaning.

### *How Do You Do This?*

1. Start with items that come into contact with food. For example:
  - Chopping boards
  - Knives
  - Refrigerators and coolers
  - Equipment with moving parts such as slicers, and mixers
  - Sinks and soap dispensers
  - Ice machines
  
2. List the things that are frequently touched. For example:
  - Door handles
  - Mops, brooms, garbage bin handles
  - Telephones
  
3. List the other areas that also need cleaning. For example:
  - Floor, walls, ceilings, storage areas
  - Microwave ovens
  - Staff rooms
  - Garbage areas

**STEP 2:** For each item listed in step one, write down your cleaning procedure. Record it in your cleaning schedule on the next page.

### *How Do You Do This?*

Include details such as:

- How you clean the item?
- What chemicals you use and what concentration?
- How often you clean?
- What equipment you use to clean?

**STEP 3:** Review your cleaning schedule regularly and ensure cleaning is done properly.

### *How Do You Do This?*

Train staff on the cleaning schedule so they know what to do and when. Supervise staff and ensure they are following proper procedures.

### Example Master Cleaning Schedule

| Item                      | Frequency of Cleaning |             |       |        |       | Precautions         | Method of Cleaning   | Chemicals used (follow label mixing instructions)   | Persons(s) Responsible  |
|---------------------------|-----------------------|-------------|-------|--------|-------|---------------------|--|---|-------------------------|
|                           | After use             | Every shift | Daily | Weekly | Other |                     |  |   |                         |
| Food Preparation surfaces | X                     |             |       |        |       | Gloves must be worn | <ol style="list-style-type: none"> <li>1. Remove food and crumbs from surface</li> <li>2. Wash with Sunlight® soap to remove dirt and grime</li> <li>3. Rinse with clean water</li> <li>4. Sanitize with a chlorine-water solution</li> </ol>  | Detergent mix: <ul style="list-style-type: none"> <li>• Pour one teaspoon of Sunlight® soap per water bucket</li> </ul> Sanitizer mix (200 ppm chlorine): <ul style="list-style-type: none"> <li>• Mix one capful of bleach to a bucket of water</li> </ul> | Cook on duty            |
| Meat slicer               | X                     |             |       |        |       |                     | <ol style="list-style-type: none"> <li>1. Unplug machine before dismantling machine</li> <li>2. Scrape off any food left on the machine</li> <li>3. Place all small parts in the dishwasher or the 3-compartment sink for washing</li> <li>4. Wash in-place the rest of the machine with soap and water</li> <li>5. Sanitize the machine with a chlorine-water solution</li> </ol> | Detergent mix: <ul style="list-style-type: none"> <li>• Pour one teaspoon of Sunlight® soap per water bucket</li> </ul> Sanitizer mix (200 ppm chlorine): <ul style="list-style-type: none"> <li>• Mix one capful of bleach to a bucket of water</li> </ul> | User of the meat slicer |

### Master Cleaning Schedule

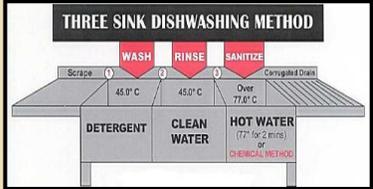
| Item | Frequency of Cleaning |             |       |        |       | Precautions | Method of Cleaning | Chemicals used (follow label mixing instructions) | Persons(s) Responsible |
|------|-----------------------|-------------|-------|--------|-------|-------------|--------------------|---|------------------------|
|      | After use             | Every shift | Daily | Weekly | Other |             |                    |   |                        |
|      |                       |             |       |        |       |             |                    |   |                        |
|      |                       |             |       |        |       |             |                    |   |                        |
|      |                       |             |       |        |       |             |                    |   |                        |
|      |                       |             |       |        |       |             |                    |   |                        |
|      |                       |             |       |        |       |             |                    |   |                        |
|      |                       |             |       |        |       |             |                    |   |                        |
|      |                       |             |       |        |       |             |                    |   |                        |
|      |                       |             |       |        |       |             |                    |   |                        |
|      |                       |             |       |        |       |             |                    |   |                        |



## ***Wiping Cloths***

| <b>Safety Point</b>   | <b>Why?</b>   | <b>How do you do this?</b>   |
|---|---|--|
| <p>Wiping cloths must be used in such a manner so as to prevent the spread of harmful bacteria.</p> | <p>Improperly used cloths can easily spread harmful bacteria around the kitchen. It is important to use them safely to prevent bacteria from spreading.</p> | <p>Use a single-use cloth/paper towel wherever possible and throw them away after each task.</p> <p>Always use a new or freshly cleaned cloth to wipe work surfaces, equipment or utensils that will be used with ready-to-eat food.</p> <p>Remove re-usable cloths for thorough washing after using them with raw meat/poultry, eggs or raw vegetables.</p> <p>If using re-usable cloths, ensure they are stored in a sanitizer solution between uses.</p> <p>Ensure re-usable cloths are thoroughly washed, disinfected and dried regularly (not just when they look dirty). Ideally, wash cloths in a washing machine on a hot cycle.</p> <p>If you wash and disinfect cloths by hand, ensure all food and dirt is removed before disinfection.</p> |

## Dishwashing

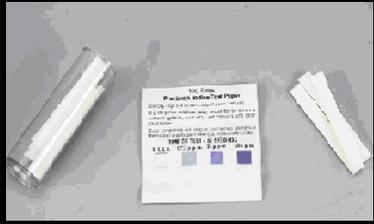
| Safety Point  | Why?   | How do you do this?  |
|---|--|--|
| <p>Reusable utensils and dishes must be cleaned and sanitized after every use.</p>   | <p>Improperly cleaned dishes, utensils and other equipment that come in direct contact with food can contaminate other food products.</p> <p>Following proper cleaning methods will ensure that dishes and utensils do not spread bacteria and viruses in the food facility.</p> | <p>There are two main methods of dishwashing:</p> <ol style="list-style-type: none"> <li>1. Manual and</li> <li>2. Mechanical.</li> </ol>  <p>Check off the type of dishwashing method you use at your facility:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Manual dishwashing (3- or 2-compartment sink)</li> <li><input type="checkbox"/> A mechanical dishwasher</li> </ul> |

## Manual Dishwashing Method (3 or 2 compartment sink)

| Safety Point   | How do you do this?   |
|--|---|
| <p>Dishes and utensils can safely be washed in a 3 compartment sink.</p> | <p>Scrape to remove food from utensils and dishes before placing them in the sink.</p> <p>Fill the first compartment of your sink with lukewarm water (approximately 45oC) and soap. Submerge the dishes in this sink and make sure to scrub the dishes well to remove all food left on the dishes.</p> <p>Fill the second compartment of your sink with clean lukewarm water. Rinse off the dishes from the previous step in this sink. This step removes the soap and dirt off the dishes and prepares them for sanitizing.</p> |
| <p>Dishes and utensils can safely be washed in a 2 compartment sink.</p> | <p>If you have only a two compartment sink then after you've finished washing the dishes with soap and water, drain it and rinse the dishes in the first sink with clean water.</p> <p>Fill the third compartment of your sink with lukewarm water and sanitizer.</p> <p>Let dishes air dry</p>   |

**Check off the approved sanitizer you use in your facility.**

| Approved Sanitizer  | Required Concentration  | Checking Concentrations   |
|---|---|---|
| <p><input type="checkbox"/> Chlorine based sanitizers</p>  | <p>100 ppm is needed during manual and mechanical dishwashing.</p> <p>200 ppm is needed for cleaning in place e.g. larger machines that cannot be dismantled and cleaned in a sink or dishwasher.</p> | <p>You can determine the concentration using test strips.</p> <p>Follow these steps if using household bleach to mix a chlorine sanitizer solution:</p> <ol style="list-style-type: none"> <li>1. Fill the third sink with lukewarm water (approximately 45°C/113°F)</li> <li>2. Add bleach to the sink.</li> <li>3. Test the concentration of chlorine using test strips (available from your chemical supplier or food equipment store). Typically 2.5 mL (½ teaspoon) of bleach per litre of water will yield 100ppm chlorine.</li> <li>4. Place dishes and utensils in the sink and keep it in there for at least 2 minutes. This will provide enough time for the sanitizer to kill any bacteria left on the dishes.</li> </ol> <p>Always check the manufacturers' procedures when using any other chlorine based sanitizer.</p> |

| Approved Sanitizer  | Required Concentration  | Checking Concentrations  |
|---|---|--|
| <p><input type="checkbox"/> Quaternary Ammonium based sanitizer (Quats)</p>  | <p>200 ppm is needed in manual and mechanical dishwashing or as indicated by the chemical manufacturer.</p> <p>400 ppm is needed for cleaning in place e.g. larger machines that can not be dismantled and cleaned in a sink or dishwasher.</p> | <p>Follow the manufacturers' recommendations for mixing Quats based sanitizer solutions.</p> <p>Test strips for Quats are available from your chemical supplier or a food equipment distributor.</p>   |
| <p><input type="checkbox"/> Iodine Solution</p>                             | <p>12.5 – 25 ppm is needed for sanitizing using Iodine.</p>   | <p>Iodine is very rarely used now because it has a tendency to stain food equipment.</p> <p>Check with manufacturer's recommendations on how to mix iodine based sanitizing solutions.</p> <p>Test strips are available from your chemical supplier.</p> |

*Always wear personal protective equipment such as gloves and eye protection when handling chemicals according to manufacturer's recommendations.*

If you use another sanitizer, list it here and ensure it is approved by your Environmental Health Officer.

| Sanitizer | Required Concentration | How to Check Concentration |
|-----------|------------------------|----------------------------|
|           |                        |                            |

Consider this

One way to ensure everyone is using the right chemical concentration is to simplify the procedures for your staff. You can do this by:

1. Mark a permanent line on the sink for the water level,
2. Add the sanitizer to the sink,
3. Test the concentration using test strips.
4. If the concentration is too low add more sanitizer until you have the right amount and write down how much sanitizer you used to get to the right concentration.

Once you have determined the correct amount of chemical to add to the sink, post a sign above the sink instructing staff to fill the sink with water up to the line and to add the chemical amount that you determined.

Another option is to contract your chemical supplier to install sanitizer dispenser pumps. These pumps will distribute a set amount of sanitizer; however they still need to be checked regularly to ensure they are working properly.

## Mechanical Dishwashers

Mechanical dishwashers require regular maintenance, cleaning, and monitoring to ensure they are working properly.



Check off the type of mechanical dishwasher at your facility:

- High temperature
  Chemical - Type of Chemical: \_\_\_\_\_

## High Temperature Machines

These types of machines use a high temperature to sanitize the dishes and utensils over the entire wash, and rinse cycle. Run the dishwasher through 2 complete cycles and check that it is operating properly.

### How Do You Do This?

- Ensure the machine has a minimum wash temperature of 60°C (140°F) during the wash cycle. This will be displayed on the gauge outside the dishwasher.
- Ensure the machine has a minimum sanitizing temperature of 82°C (180°F) during the rinse cycle. Again this will be shown on the gauge outside the dishwasher.
- Record the temperature in your *Food Safety Diary* daily.

## Chemical Sanitizing Machines

|  |  |
|--|--|
| <p>This type of dishwasher uses a sanitizing chemical during the rinse cycle to kill harmful bacteria. Run the dishwasher through a complete cycle and check it is operating properly.</p> | <p><b>How Do You Do This?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Place a test strip in the dishwasher water until it changes color.</li> <li><input type="checkbox"/> Compare the color on the test strip to the color chart on the bottle.</li> <li><input type="checkbox"/> Record the results in the food safety diary daily.</li> </ul> |
|--|--|

**Approved Chemical Sanitizers are:**

100 ppm Chlorine solution

200 ppm QUATS or quaternary ammonium solution

12.5 to 25 ppm Iodine

| <b>What to Do if Things Go Wrong</b>   | <b>How to Stop this From Happening Again</b>  |
|--|---|
| <p>If the dishwasher is not working properly contact a repair person immediately.</p> <p>If the repair person is not able to come the same day, you can use the three compartment sink method described above.</p> <p>If there is no three compartment sink in the kitchen that you can use, switch to single service utensils until the dishwasher is repaired.</p> | <p>Always follow the manufacturers' recommendations for operating your dishwasher.</p> <p>Have the dishwasher serviced on a regular basis. This will reduce the chances of it breaking.</p> |



## Daily Records

- I will perform these checks daily, and record any problems that occur in the Food Safety Diary.
- I will record what I did to correct the problem.

Manager/owner name: \_\_\_\_\_

Signature: \_\_\_\_\_

Acknowledgement: This material was taken from the Serving Safer Food Alberta Guidebook. Copyright 2010. Environmental Public Health, Alberta Health Services.

For more information about Serving Safer Food Alberta, see the [Serving Safer Foods](#) website.

**For more information, please contact your nearest Environmental Public Health office.**

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