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*All information in this seminar is available on CD ROM.
Kitchen Floor Care Methodization

A. Preparation
   1) Collect all supplies required (see materials requirement planning list)
   2) Ensure that equipment is operational
   3) Pick up walk-off mats after they are vacuumed

B. Post “Caution” signs

C. Choose appropriate safety apparel
   1) Review all MSDS, labels and caution statements

D. Dust mop area (see dust mop procedure) / sweep area

E. Damp mop area (see damp mop procedure)

F. Perform cleaning task
   1) Manual
      a. Mop method
      b. Brush method
   2) Semi-Manual
      a. Swing machine
   3) Semi-Automated
      a. Auto-scrubber

G. Return all caution signs and equipment to their appropriate storage locations
   1) Ensure that all chemicals are refilled
   2) Ensure that all equipment is cleaned and rinsed out
Kitchen Floor Care Methodization

Kitchen Floor Care Procedures

A. Preparation
   1) Collect all supplies required (see materials requirement planning list)
   2) Ensure that equipment is operational
   3) Pick up walk-off mats after they are vacuumed

B. Post “Caution” signs

C. Choose appropriate safety apparel
   1) Review all MSDS, labels and caution statements

D. Dust Mop Procedures
   1) Acquire dust mop or broom of choice
      a. Choose appropriate size
         1. Handle size and diameter
         2. Dust mop/broom length should be small enough to maneuver, yet large enough to allow for labor-saving operation
      b. Ensure that dust mop or broom is clean
   2) Choose start/stop points to allow for completion of the task nearest the exit or trash receptacle
   3) Treat dust mop with a water-based dust mop treatment
      a. Use approximately 1 oz. of treatment per 6" of dust mop length
   4) Hold dust mop/broom handle at approximately a 45° angle
   5) Push or “plow” straight ahead from one end of the area to the next
      a. Do not allow mop head to leave the floor
   6) Pivot mop/broom at appropriate turning point
      a. Avoid changing the leading edge of dust mop
      b. Overlap last pass by at least 6-10 inches
   7) Utilize a dust pan and brush to dispose of soil/dirt
      a. Remove gum/tar from floor with a putty knife
      b. Utilize brush or corner broom to remove dust from corners
   8) Remove dust mop frame and head from handle, and shake or brush loose dirt from mop head into a plastic liner
      a. Place in storage area
      b. Launder when brushing is no longer effective
Kitchen Floor Care Methodization

Kitchen Floor Care Procedures (continued)

E. Damp Mop Procedures (Manual)
   1) Dust mop/sweep
   2) Choose appropriate wet mop size and type
   3) Fill mop bucket to desired level with water
   4) Add chemical to water at proper dilution
      a. Utilize a neutral pH cleaner
      b. A second bucket for rinsing may be required for double bucket mopping
      c. An alternate method of applying chemical to floor may be utilized such as a pump-up sprayer application with a clear water rinse with mop and bucket.
   5) Submerse mop into bucket
   6) Wring out mop to desired dampness
      a. Use legs, not your back, to apply wringer pressure
   7) Confirm all safety signs and apparel are properly located
   8) Begin mopping at furthest point from door
      a. Outline or “picture frame” area
      b. Mop in a “figure 8” motion
   9) Change water when needed to avoid redepositing dirt on floor
   10) Repeat steps 1 - 9 as necessary

F. Brush Method (Manual) (quarry tile floor application)
   1) Dust mop/sweep area
   2) Choose an acid based concentrated detergent degreaser
   3) Dilute detergent according to label directions
   4) Apply detergent via mop, trigger sprayer, foamer, or pump-up sprayer
   5) Utilize a scrub brush/deck brush to agitate solution on floor
   6) Recover solution from floor with wet mop, wet/dry vac or by squeegeeing to floor drain
   7) Rinse floor if required
   8) Repeat steps 4-7 as necessary
Kitchen Floor Care Methodization

Kitchen Floor Care Materials Requirement Planning (MRP)

1) Deep Scrub & Recoat
   a. Broom
   b. Dust mop & dust pan
   c. Dust mop treatment
   d. Pads - blue or brown
   e. Automatic or hand-held floor scrubber
   f. Acidious quarry tile detergent
   g. Mop bucket & wringer
   h. Cotton mop & handle
   i. Deck brush
   j. Mop bucket & wringer with liner
   k. Putty knife
   l. Pump-up sprayer, foamer
   m. Squeegie (long handled)
   n. Swing Machine
   o. "Wet Floor" signs
   p. Auto-scrubber
   q. Wet/dry vac
Kitchen Floor Care Methodization

Kitchen Floor Care Procedures

1) Swing Machine (Semi-Automated) ( Quarry tile floor application)
   a. Choose appropriate mop handle
   b. Properly mix mop bucket or sprayer of mild acid detergent solution
   c. Apply detergent liberally to a workable area of floor.
   d. Let stand for 1-2 minutes
   e. Agitate floor with 17" floor machine and brush block. Agitate baseboard and corners
      with baseboard tool and bladed scrapers if necessary
      1. Stay away from walls to avoid splashing
      2. Overlap passes by at least ten inches
   f. Pick up emulsified solution via wet/dry vacuum or mop and bucket or squeegee to drain
   g. Utilize a detail mop to absorb solution from corners, baseboards and all squeegee trails
   h. Repeat c - g as required to complete job
   i. Wipe down all baseboards and walls, if needed

2) Auto Scrubber Method - (Semi-Automated)
   a. Choose appropriate mop and handle
   b. Properly mix automatic scrubber solution tank with scrubbing solution
      (When pouring out of a 5 gal. pail, pour with bung at top of pail)
   c. Scrub 200 square foot area with automatic scrubber equipped with brush blocks
      1. Brushes down
      2. Solution control on; disperse properly diluted scrubbing solution
      3. Squeegee up, vac off
   d. Overlap each pass until 200 square foot area is scrubbed completely
   e. Make second pass with automatic scrubber and pick up scrubbing solution
      1. Brushes down
      2. Solution control off
      3. Squeegee down, vac on
   f. Utilize a detail mop to absorb scrubbing solution from corners, baseboards and all
      squeegee trails
   g. Repeat c - f as required to complete job
   h. Wipe down all baseboards, if needed
Food Service Cleaning and Sanitation Procedures Module

Restrooms

A. Obtain Supplies
   1) Prepare all equipment and supplies required
   2) Proceed to cleaning destination.

B. Prepare area properly
   1) Knock on door and announce your intention to enter. If restroom is occupied, wait until it is empty. When empty, enter.
   2) Immediately post “Restroom Closed” sign.
   3) Wear proper clothing.
   4) Prop door open with doorstop.

C. Toilet bowls and urinals
   1) Remove all urinal screens and blocks from respective receptacles and flush before cleaning.
   2) Evacuate water from bowl. Using a bowl mop, press water over the trap.
   3) Apply toilet bowl cleaner and disinfectant to toilet and urinal interiors only. Allow disinfectant cleaner to stand at least 10 minutes while other cleaning tasks are completed.

D. Dust all areas - high to low
   1) Clean all dust from ceiling fans and vents, utilizing appropriate dusting tool.
   2) Dust tops of doors and stall partitions.
   3) Sweep floor, remove all loose trash, and empty into waste receptacles.
   4) Use a putty knife to remove gum from floors and partitions.

E. Wet cleaning
   1) Clean all light fixtures, mirrors, and glass surfaces with glass cleaner.
   2) Wipe all partitions, tops and bottoms of doors, doorknobs, receptacles, and dispensers with disinfectant solution.
   3) Spot clean all other above-ground surfaces with disinfectant solution.

F. Clean wash basins
   1) For most effective cleaning, use creme cleanser, mild phosphoric acid solution or disinfectant solution.
   2) Clean interior of sink, allowing disinfectant solution a full ten minutes of contact time for efficacy.
      HINT: High foaming cleaners will make cleaning and contact time easier.
   3) Spot clean exterior surfaces, faucets, pipes and under basins. Wipe all metal surfaces dry.
   4) Check operation of faucets and drains.
   5) Treat drains with bacterial digestant/deodorant.

G. Clean toilet bowls and urinals - inside
   1) If required, add an additional ounce of toilet bowl cleaner and disinfectant to bowl mop prior to cleaning.
   2) Clean the rim and waterline areas carefully and move into the exposed trap area.
   3) Check under rim for missed mineral deposits and rust stains with lip light.
   4) HINT: Acid bowl cleaners are required for mineral deposits and rust. Routine cleaning can include non-acid cleaners.
Food Service Cleaning and Sanitation Procedures Module

Restrooms (continued)

H. Clean toilet bowls and urinals - outside
   1) Spray outside and bottom surfaces with non-acid solution and wipe.
   2) Wipe toilet seat with non-acid disinfectant solution.

I. Clean and empty all waste receptacles
   1) Remove can liners from receptacles, wash the interiors and exteriors with disinfectant solution, and replace can liner.
   2) Empty and clean sanitary napkin receptacles with disinfectant solution. Replace liner to comply with OSHA Bloodborne Pathogen Standards.
   3) Never use your hand to press trash overflow down and into the waste receptacle.

J. Replenish all supplies
   1) Refill hand soaps, toilet tissue, towels, deodorizers, and sanitary napkin dispensers.
   2) If restroom has condom dispensers or other ancillary dispensers, make sure that these are refilled.
   3) Check operation of all dispensers and report malfunctions properly.
   4) Check urinal screens, deodorant blocks, and gel/mist deodorants.

K. Damp mop
   1) Clear area of supply cart and equipment.
   2) Start in the area farthest from the door and work towards the door.
      a. Make sure to mop with fresh, clean mop water.
      b. HINT: Using a Neutral pH Disinfectant Cleaner can provide effective bacteria elimination with odor counteraction.
      c. A mild acidulous tile cleaner may be required for grout lines on quarry tile floors.
   3) Place mop in solution and wring out, leaving mop damp. When mopping floor area around toilets and urinals, mop thoroughly and wring out often. Change solution when necessary.

L. Odor counteraction
   1) Spray bacteria-based odor counteractants liberally around toilets and urinals and let air dry.
   2) Pour four ounces into each floor drain before leaving the area.
   3) HINT: Saturating a paper towel with bacterial digestant deodorant and placing into waste receptacle will aid in counteracting odors long after you have left the restroom.
Cleaning and Sanitation Procedures Module

Restaurants (continued)

Cutting Boards

A. Materials Requirement Planning (MRP)
   a. Clean Cloths and Scrub Brush
   b. Scraper
   c. A-1 Foaming Cleaner/Degreaser
   d. Quaternary Sanitizer/Disinfectant (D-2)
   e. Buckets

Cutting Boards (continued)

B. Cleaning Procedure
   1) Scrape cutting boards and table.
   2) REMOVABLE Cutting Boards: Clean in the triple sink following the triple sink procedures.
   3) PERMANENT Cutting Boards: Spray with a solution of A-1 Foaming Cleaner/Degreaser diluted at the proper rate or use bucket method. Rinse, wipe with a clean cloth and sanitize at a rate of 1/4 oz. per gallon of water.

Coolers & Freezers

A. Materials Requirement Planning (MRP)
   a. Foam Gun
   b. Sanitizing Gun
   c. Scrubbing Pads or Brushes
   d. Scrapers
   e. Water Hose
   f. Squeegee
   g. Two (2) 3-gallon Buckets for Cleaning Solutions (Freezer cleaner may apply)
   h. Rubber Gloves & Boots
   i. Safety Glasses
   j. A-1 Heavy Duty Foaming Cleaner/Degreaser
   k. Quaternary Sanitizer/Disinfectant (D-2)
   l. Pot & Pan Dishwash

B. Preparation
   1) Wash hands.
   2) Dawn appropriate PPE’s.
   3) Place safety signs.
   4) Remove food products and pick-up trash.
   5) Remove racks and shelves from meat cases and coolers.

C. Clean
   1) Place racks and shelves in a solution of diluted foaming degreaser or stand them vertically and spray with the foam gun.
   2) Apply foam to cooler walls, racks and floors. A bucket and hand-wipe method should be used where the foam gun is not applicable.
   3) Where additional cleaning is required, agitate with a brush or scrubbing pad.
   4) Quick-disconnect reservoir from gun. Rinse cleaned areas, including racks, shelves and carts, with potable water.

D. Sanitize
   1) Quick-connect the sanitizer gun.
   2) Apply sanitizer solution to all areas. Sanitize racks and shelves and allow to air dry. Do not rinse.
Cleaning and Sanitation Procedures Module

Restaurants (continued)

Slicers

A. Materials Requirement Planning (MRP)
   a. Three (3) 3-gallon Buckets for Rinse Water & Solutions of A-1, Foaming Cleaner Degreaser and Sanitizer
   b. Clean Cloths
   c. Anti-microbial Hand Soap and/or Instant Hand Sanitizer
   d. Pot and Pan Dishwash
   e. A-1 Foaming Cleaner/Degreaser
   f. Quaternary Sanitizer/Disinfectant (D-2)

B. Procedure: Always wash hands before handling food and food equipment
   1) Unplug from power source.
   2) Disassemble.
   3) Wash removable non-electrical parts in wash compartment of triple sink in a solution of A-1 Foaming Cleaner Degreaser diluted at a rate of 1-2 oz. per gallon of water.
   4) Rinse in clear fresh water in the rinse compartment of the triple sink.
   5) Place parts in sanitizing compartment of triple sink filled with diluted solution of Quaternary Sanitizer Disinfectant (D-2) diluted at a rate of 1/4 oz. per gallon of water for one minute.
   6) Remove and allow to air dry.
   7) Wipe off all fixed parts using diluted foaming cleaner/degreaser, cleaning thoroughly.
   8) Rinse with potable water and a clean cloth.
   9) Sanitize at a diluted rate of 1/4 oz. per gallon of water. Wipe, leaving wet, and allow to air dry.

⚠️ CAUTION: BE EXTREMELY CAREFUL WHEN CLEANING CUTTING BLADE!

Deep Fryer

A. Materials Requirement Planning (MRP)
   a. Clean Cloths and Scrub Brush
   b. Deep Fryer Cleaner

B. Cleaning Procedure Prior to Replacing Grease
   1) Empty dirty oil from fryer.
   2) Fill empty fryer with water one inch above oil line.
   3) Add one quart of deep fryer cleaner concentrate.
   4) Heat for 30 minutes. Do not BOIL!
   5) Drain fryer.
   6) Scrub inside of fryer with a brush and reapply deep fryer cleaner with its spray bottle if necessary.
   7) Rinse thoroughly with clean, fresh water.
Oven

A. Commercial Ovens
1) Wearing chemical resistant gloves and chemical splash goggles.
2) Apply product (undiluted) to the bottom of the oven, then sides and top evenly.
3) Allow products to stand 10 minutes in warm oven, or 25 minutes in cold oven before gently agitating soil with a synthetic pad or brush.
4) Wipe surface, removing major soil.
5) Thoroughly rinse all surfaces with potable water.
6) Stubborn, thoroughly baked on food and carbon deposits may require additional application.
7) Once oven is completely clean, thoroughly rinse and then heat oven to 220°F for 10 minutes before cooking additional foods.

CAUTION: Do not apply to heating elements, electrical switches, connections or aluminum surfaces.

NOT FOR USE ON NON-FERROUS METALS (ALUMINUM)

B. Deep Cleaning Grills
1) Assemble tools such as scraper, scrub brush, grill block, cloth, chemical resistant gloves and chemical splash goggles.
2) Turn grill off and while grill is still warm, scrape surface with scraper, scrub brush or grill block to remove excess grease, carbon and food deposits into grease trough and trap.
3) Spray product onto grill and let soak into soil for 3 minutes.
4) Then lightly agitate surface with grill screen. Remove excess grease and food from grease trough and wipe clean with cloth.
5) Thoroughly rinse grill plates and all surfaces completely with hot water and replace parts.

Prep Area/Supply Bins
A. Materials Requirement Planning (MRP)
   a. Clean Cloth
   b. A-1 Foaming Cleaner/Degreaser
   c. Brush (soft)
   d. USDA D-2 Sanitizer

B. Cleaning Procedures
   1) Use soft counter brush to sweep off any debris or product.
   2) Wipe all surfaces with a clean cloth and A-1 Foaming Cleaner Degreaser.
   3) Pay special attention to the handles.
   4) Sanitize with 1/4 oz/gal USDA D-2 Sanitizer.
   5) Allow to air dry.
Cleaning and Sanitation Procedures Module

Restaurants (continued)

Display Cases

A. Remove all Product from Display Case

B. Remove all Shelving, Storage Pans, and Stage to 3-Sink Area

C. Cleaning Procedure
   1) Use Foaming Degreaser USDA A-1.
   2) Mix 1:20 with warm water.
   3) Apply with foam gun, pump-up sprayer or spray bottle to all surfaces to be cleaned. Clean from bottom to top.
   4) Allow foam degreaser to remain on the surfaces for five minutes to loosen fats, oils, grease and other hard-to-remove soils.
   5) Agitate if necessary.
   6) Thoroughly rinse all surfaces being cleaned with the warmest water available, from top to bottom.

D. Sanitizing Procedure
   1) Use Sanitizer/Virucidal Disinfectant USDA D-2.
   2) Mix 1:500 with water (1 oz. to 4 gallons water).
   3) Apply with sanitizing gun or pump-up sprayer to all surfaces previously cleaned.
   4) Allow all food contact surfaces to air dry - no potable water rinse required.
   5) Clean any glass with Glass Cleaner.

E. Return all caution sign's and equipment to appropriate storage locations.
   1) Ensure that all chemicals are re-filled.
   2) Ensure that all equipment is cleaned and rinsed out.
Cleaning and Sanitation Procedures Module

Restaurants

Triple Sink System (Clean, Rinse, Sanitize)

A. Preparation
   1) Wash your hands with anti-microbial soap before and after cleaning and whenever hands are dirty.
   2) Dawn appropriate PPE's
   3) Place safety signs
   4) Wash, rinse, and sanitize the sink, drains, and washboards.
   5) Fill WASH compartment of sink from the mixing unit with a diluted solution of pot and pan dish wash or manually fill at a rate of 1-2 oz. per gallon of water.
   6) Fill RINSE compartment with warm, potable water.
   7) Fill SANITIZE compartment of sink from the mixing unit with a diluted solution of sanitizer or manually fill at a rate of 1/4 oz/gallon of water. (Use hot water for best results and drying time) (60 sec. soak time)

B. Clean Utensils and Equipment
   1) Place pre-scraped utensils and equipment parts into WASH compartment of sink. Allow 5-10 minutes soaking time.
   2) Wash items using brush or scrub pads.
   3) Thoroughly rinse items in RINSE compartment of the sink. Change fresh water in RINSE compartment frequently.

C. Sanitize Utensils and Equipment
   1) Place rinsed items into the SANITIZE compartment of the sink. Make sure each item is completely immersed in the solution. Allow to soak for a minimum of one minute for proper sanitizing.
   2) Remove items and allow to air dry on drainboard. DO NOT WIPE DRY. DO NOT RE-RINSE.
   3) Change sanitizer solution frequently for best results. Solution strengths can be checked with the test kit and should be maintained at a level of 150-200 ppm.
Cleaning and Sanitation Procedures Module

General Food Service Cleanup

A. Remove Scraps
   Remove products, wrapping paper and all packaging material from areas to be cleaned. Sweep floor with appropriate broom.

B. Cover Electrical Equipment
   Cover and unplug all wrapping or weighing equipment, as they may be water sensitive.

C. Collect Hand Tools
   Put all scrapers, knives, trays, hand saws, grinding parts, etc., in sink for manual washing.
   1) Utilize USDA A-1 pot & pan wash in first compartment of 3-stage sink.
   2) Utilize USDA D-2 Sanitizer in the 3rd compartment of 3-stage sink.

D. Cleaning Procedure
   1) Use Foaming Degreaser USDA A-1.
   2) Mix 1:20 with warm water.
   3) Apply with foam gun, pressure sprayer or deck brush to all surfaces to be cleaned, such as walls, tables, counters, saws, etc.
      a. Walls - Clean from bottom to top.
      b. Floors - Agitate, let stand, squeegee to drain, or pick up with wet dry vac. Rinse, squeegee or wet dry vac.
   4) Allow foaming degreaser to remain on the surfaces for five minutes to loosen fats, oils, grease and other hard-to-remove soils.
   5) Agitate if necessary.
   6) Thoroughly rinse all surfaces being cleaned with the warmest water available. Rinse walls from top to bottom.
   7) Squeegee excess water into drains.

E. Sanitizing Procedure
   1) Use Sanitizer/Virucidal Disinfectant USDA D-2.
   2) Mix 1:500 with water (1 oz. to 4 gallons water).
   3) Apply with sanitizing gun or pump-up sprayer to all surfaces previously cleaned.
   4) Allow all food contact surfaces to air dry – no potable water rinse required.

F. Add Drain Maintainer
   1) Use Liquid Life Forms Bacterial Digestant/Deodorant.
   2) Pour 4 oz. of Drain Maintainer twice weekly in each drain.
   3) Pour 4 oz. daily into grease traps.

Display Cases

A. Remove all Product from Display Case

B. Remove all Shelving, Storage Pans, and Stage to 3-Sink Area
Cleaning and Sanitation Procedures Module

General Food Service Cleanup

C. Cleaning Procedure

1) Use Foaming Degreaser USDA A-1.
2) Mix 1:20 with warm water.
3) Apply with foam gun, pump-up sprayer or spray bottle to all surfaces to be cleaned.
   Clean from bottom to top.
4) Allow foam degreaser to remain on the surfaces for five minutes to loosen fats, oils,
   grease and other hard-to-remove soils.
5) Agitate if necessary.
6) Thoroughly rinse all surfaces being cleaned with the warmest water available,
   from top to bottom.

D. Sanitizing Procedure

1) Use Sanitizer/Virucidal Disinfectant USDA D-2.
2) Mix 1:500 with water (1 oz. to 4 gallons water).
3) Apply with sanitizing gun or pump-up sprayer to all surfaces previously cleaned.
4) Allow all food contact surfaces to air dry – no potable water rinse required.
5) Clean any glass with Film Free Glass Cleaner.

E. Return all caution sign’s and equipment to appropriate storage locations

1) Ensure that all chemicals are re-filled.
2) Ensure that all equipment is cleaned and rinsed out.