

KIAMA MUNICIPAL COUNCIL FOOD HYGIENE FACT SHEET



CLEANING & SANITISING

Food premises must be continually cleaned to ensure all food contact surfaces and equipment do not contain food poisoning organisms. Cleaning and sanitising preparation benches, chopping boards, cooking utensils and equipment used in the preparation of food, is essential for the safe operation of any food business.

Basic Steps to Effective Cleaning

- Clean with detergent and hot water. Cleaning only removes dirt and particles from the surface but does not kill all bacteria.
- Particles inhibit the effectiveness of sanitisers. Only clean surfaces can be sanitised. Sanitisers need contact time to work, so items such as utensils should be left to soak.
- Allow tableware and utensils to drip dry. This will prevent them from becoming re-contaminated by wiping with dirty cloths and tea towels.

Cleaning and Sanitising – There is Difference!

Cleaning is the physical removal of visible particles, grease and dirt whereas sanitising is the use of heat or chemicals to reduce the numbers of bacteria. Neither cleaning nor sanitising removes or kills all bacteria. The removal of all bacteria is called sterilisation and is not a method required for normal food business practice.

Designing a Cleaning Schedule

All premises need a cleaning schedule to ensure all areas are kept clean and sanitised. To design your cleaning schedule the best method is to walk through your premises and make a list of all the items that need cleaning. Start with items such as structures like floors, walls and ceilings. Then move onto equipment, fixtures, and fittings. Using a chart similar to the example over the page, list these items down the first column. Next to each item listed to clean, write down the cleaning product and cleaning method. Fill in details of frequency of cleaning (ie daily, weekly). Also detail the person responsible for making sure the task is completed.



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Using the Schedule

- Laminate the schedule and use a water based marker to show that the task has been completed.
- Ensure all staff know how the schedule works and how they fit within the schedule.
- Place the schedule on the wall so it can be easily seen by all staff.
- Review the schedule on a regular basis and check that all the tasks are being completed.

Cleaning Tips

- Start at the back and work towards the front. Start high and work your way down
- Clean up spills straight away.
- Single-use paper towels are better than cloths. If you use cloths, they must be washed in hot water and allowed to dry after every use.
- Use food-grade detergents and sanitisers. Always follow the manufactures instructions
- Clean and sanitise all cutting boards and preparation benches after each use especially between preparing raw and cooked foods.
- Each day, clean and sanitise areas and equipment directly involved with food preparation.
- Store cleaning chemicals and equipment away from food or food storage areas.
- Use different cloths for cleaning different types of food areas and equipment, ie a blue cloth may be used for waste areas and red cloth or the hand washing basin.
- Soak cleaning cloths in sanitiser on a daily basis.

Cleaning Schedule Template

Fittings/ Equipment	Cleaning Products	Cleaning Method	How Often	Staff Mem- ber Respon- sible	Completed Yes/No	Date