

The table below shows how much bleach to add to water to make sanitising solutions.

How much water?	How much bleach?					
	Using household bleach (4% chlorine)			Using commercial bleach (10% chlorine)		
Concentration required	25 ppm	50 ppm	100 ppm	25 ppm	50 ppm	100 ppm
Minimum Water Temperature	49 C	38 C	13 C	49 C	38 C	13 C
5 Litres	3.12 mL	6.25 mL	12.5 mL	1.25 mL	2.5 mL	5 mL
10 Litres	6.25 mL	12.5 mL	25 mL	2.5 mL	5 mL	10 mL
50 Litres	31.25 mL	62.5 mL	125 mL	12.5 mL	25 mL	50 mL

An example of a cleaning procedure

Job Number: 1	How to clean: Bain-marie
Notes: 1. Chemicals are kept in storage shed. See Jeff for key. 2. Use protective eyewear when mixing sanitiser. Eyewear kept under sink.	1. Drain water from unit 2. Remove and throw out food, etc. from trays 3. Remove detachable trays and grids 4. Rinse in warm water 5. Wash in warm water with detergent, use brush and scourer as needed. Soak if needed. 6. Rinse in clean water. 7. Soak detachable trays and grids in sanitiser solution. Apply sanitiser solution to inside of bain-marie. 8. Allow to air dry.
How often:	Every day after use
Products used:	Scraper, brush, scourer, detergent, sanitiser.
Who will clean:	Kitchen hand Dave Jones

An example of a cleaning schedule

Premises Name:	Week Commencing:							Required Frequency
	Tick ✓ when job completed in accordance with the corresponding cleaning procedure sheet and initial.							
Equipment or Item	Mon	Tues	Wed	Thur	Fri	Sat	Sun	
1. Bain-Marie	✓ DJ	✓ DJ	✓ DJ	✓ DJ	✓ DJ	✓ DJ		Daily
2. Work Bench	✓ DJ	✓ DJ	✓ DJ	✓ DJ	✓ DJ	✓ DJ		Daily
3. Floors	✓ AP	✓ AP	✓ AP	✓ AP	✓ AP	✓ AP		Daily
4. Ceiling			✓ AP					Weekly

A blank cleaning procedure sheet and cleaning schedule is on the following page for you to copy and use.

