



A WALK THROUGH A **KITCHEN**



A guide for teaching the correct cleaning and sanitizing procedures in an institutional environment

WINDOWS & MIRRORS

TOOLS: Spray bottle, clean cloth or paper towels and eye protection.

1. Spray (**window cleaner**) on surface to be cleaned.
2. Wipe thoroughly with clean cloth or paper towel, turning the cloth or towel frequently.
3. Polish to a bright shine. For extremely heavy soils, a second application may be necessary.



HOODS & MISC STAINLESS STEEL SURFACES

TOOLS: Pail, brush, trigger spray bottle, wiping cloth, rubber gloves, eye protection and hat or other head protection.

1. Wash or scrub surface with proper strength solution of (**cleaner/degreaser**) and warm water.
2. Rinse with water and wipe dry.
3. If desired, apply (**stainless steel polish**).



COFFEE & TEA MACHINES

TOOLS: Pail or spray bottle, wiping cloth, rubber gloves and eye protection.

1. Wash outside surfaces with recommended strength of (**pot & pan detergent**) and warm water. Rinse with water and wipe dry.
2. If lime deposits are present, wash with a recommended solution of (**lime solvent**) and water. Rinse with water and wipe dry.
3. If desired, apply (**stainless steel polish**) to outside only.



DEEP FAT FRYERS

CAUTION: Use extreme caution when handling hot oil. Allow oil to cool to a safe handling temperature before removing from fryer.

TOOLS: Stiff brush, wiping cloth, rubber gloves and eye protection.

1. Drain used cooking oil and dispose of per approved procedures.
2. Close drain valve and flush fryer with warm water using brush to loosen soils. Drain fryer.
3. Close drain valve and refill fryer above the grease line (no more than 2/3 full) with warm water.
4. Add (**deep fat fryer cleaner**) at appropriate use dilution.
5. Turn on heat. Bring solution to boil for 20 minutes.
6. Turn off heat. Carefully, brush interior surfaces thoroughly. Do not place hands in hot cleaning solution.
7. Drain solution, flush with water.
8. Close drain. Add a mixture of vinegar and water. Brush inside surfaces. Drain fryer. Rinse with water.
9. Drain and allow to air dry. Be sure fryer is completely dry before refilling with cooking oil.



MILK DISPENSERS

TOOLS: Pail or spray bottle, wiping cloths and eye protection.

1. Wash with recommended strength solution of (**pot & pan detergent**).
2. Rinse with water and wipe dry.
3. Using trigger sprayer bottle and a different wiping cloth, apply sanitizing solution of (**sanitizer**) Per label directions, use appropriate test papers to determine correct concentration of the sanitizer solution. Surfaces must remain wet for 60 seconds or as required by local health department codes.



GRILLS

CAUTION: Do not use grill & oven cleaners on aluminum surfaces.

TOOLS: Scraper and several wiping cloths, trigger spray bottle, rubber gloves and eye protection.

1. Scrape surface to remove heavy soils.
2. Adjust temperature of the grill surface to 150° to 180°F.
3. Spray or pour (**grill & oven cleaner**) onto grill surface.
4. Allow to stand for a few minutes. Do not allow grill to become dry. Wipe with cloth.
5. Repeat as necessary until grill is clean.
6. Rinse thoroughly with a vinegar and water solution to neutralize oven and grill cleaner.
7. Rinse with water and wipe dry. Season grill by coating cooking surface of grill with cooking oil.



OVENS

CAUTION: Do not use grill & oven cleaners on aluminum surfaces.

TOOLS: Several wiping cloths, trigger spray bottle, rubber gloves and eye protection.

1. Remove racks from oven. Clean racks in the three compartment sink or dishmachine.
2. Apply (**grill & oven cleaner**) to the interior of the oven. Allow to stand for a few minutes. Wipe with cloth. Repeat as necessary until oven is clean.
3. Rinse thoroughly with water and wipe dry. Replace oven racks.
4. Start oven and allow oven to run for several minutes before next use.



REFRIGERATORS

TOOLS: Pail or spray bottle, wiping cloths and eye protection.

1. Remove food from area to be cleaned.
2. Remove shelves and clean them in the three compartment sink.
3. Wash inside of refrigerator with recommended strength solution of (**pot & pan detergent**).
4. Rinse with water and wipe dry.
5. Using trigger sprayer bottle and a different wiping cloth, apply sanitizing solution of (**sanitizer**) Per label directions, use appropriate test papers to determine correct concentration of the sanitizer solution. Surfaces must remain wet for 60 seconds or as required by local health department codes.
6. Wash outside surfaces with recommended strength solution of (**pot & pan detergent**) and warm water. Rinse and wipe dry.
7. If desired, apply (**stainless steel polish**) to outside only.



FREEZERS

TOOLS: Scraper, abrasive pad, eye protection and wiping cloth or squeegee.

1. Remove food from area to be cleaned.
2. Remove shelves and clean them in the three compartment sink.
3. Apply (**freezer cleaner**) directly to the floor or walls. Do not dilute the product. Allow to stand for 5 - 10 minutes. As the freezer cleaner works, it will melt ice and loosen entrapped soils, producing a slush that can be removed with the scraper or abrasive pad.
4. Use the wiping cloth or squeegee to remove any additional liquid left behind.
5. Replace clean shelving and food.
6. Wash outside surfaces with recommended strength solution of (**pot & pan detergent**).
7. If desired, apply (**stainless steel polish**) to outside only.



TOILETS

TOOLS: Bowl swab, wiping cloth, rubber gloves and eye protection.

1. Remove as much water as possible from toilet bowl by pushing it over the trap with the bowl swab.
2. Carefully squirt (**bowl cleaner**) around rim to reach flush openings. Apply a small amount of cleaner on to the bowl swab as well.
3. Use swab to scrub bowl surface, then flush.
4. For outside and seat, wipe with proper strength solution of (**disinfectant cleaner**) Be sure to clean hard-to-reach areas (backside and tank bottom).
5. Rinse and wipe dry.



URINALS

TOOLS: Bowl swab, wiping cloth, rubber gloves and eye protection.

1. Remove urinal screen and any debris.
2. Carefully squirt (**bowl cleaner**) into urinal.
3. Apply a small amount of bowl cleaner to the bowl swab as well.
4. Use swab to scrub urinal surface, then flush.
5. For outside of urinal, wipe with proper strength solution of (**disinfectant cleaner**) Be sure to clean hard-to-reach areas.
6. Replace urinal screen.



FLOORS

TOOLS: Mop bucket with wringer and mop, broom, wet floor signs.

1. Sweep floor. Post "Wet Floor" signs.
2. Mix proper strength solution of warm water and (**floor cleaner**) in a mop bucket. Using a clean mop, apply solution generously to floor, overlapping mop strokes.
3. Repeat if necessary on heavily soiled areas. Pick up excess solution with mop, wringing it out frequently.
4. Allow to air dry. Remove "Wet Floor" signs.



HAND SINKS

TOOLS: Pail or spray bottle, wiping cloth and eye protection.

1. Wash sink with recommended strength solution of (**disinfectant cleaner**).
2. Rinse and wipe dry.



HAND WASHING

ATTENTION: Always wash your hands before starting your shift, after using the restroom, after handling raw foods, dirty dishes or other soiled objects.

1. Turn on sink faucet(s).
2. Wet hands and forearms thoroughly.
3. Place an appropriate amount of (**hand soap**) in the palm of your hand.
4. Rub hands together vigorously to work up a lather for a minimum of 20 seconds. Wash hands, forearms, and pay special attention to fingernails. A fingernail brush must be present for this purpose.
5. Rinse hands and forearms with warm water.
6. Dry hands with a clean towel or disposable wipe.
7. Use towel or wipe to shut off faucet(s).
8. Discard towel in proper waste receptacle.



FOOD PREPARATION SURFACES

TOOLS: Scraper, bucket, wiping cloths, trigger sprayer bottle and eye protection.

1. Prescrape surface to remove soils.
2. Wash surface with recommended strength solution of (**pot & pan detergent**).
3. Rinse with water and wipe dry.
4. Using trigger sprayer bottle and a different wiping cloth, apply sanitizing solution of (**sanitizer**) Per label directions, use appropriate test papers to determine correct concentration of the sanitizer solution. Surfaces must remain wet for 60 seconds or as required by local health department codes.
5. Allow to air dry.



FOOD SLICERS, MIXERS & CAN OPENERS

TOOLS: Pail or spray bottle, stiff brush, wiping cloth and eye protection.

1. Disassemble and wash all non-electrical parts in the three compartment sink.
2. For base and non-removable parts, wash with a recommended strength solution of (**pot & pan detergent**).
3. Rinse with water and wipe dry.
4. Using trigger sprayer bottle and a different wiping cloth, apply sanitizing solution of (**sanitizer**) Per label directions, use appropriate test papers to determine correct concentration of the sanitizer solution. Surfaces must remain wet for 60 seconds or as required by local health department codes.
5. Allow to air dry.
6. Reassemble prior to reuse.



FLATWARE PRESOAKING

TOOLS: Bus tub or pail and aluminum foil (for detarnishing silver plated flatware).

1. If silver plated flatware is being detarnished, line the bus pan or pail with aluminum foil.
2. Premix a solution of warm water (110 -120°F) and (**presoak**) at the recommended use dilution.
3. Place utensils or flatware in presoak solution for approximately 15 minutes. For silver plated flatware, do not exceed 15 minutes.
4. Remove utensils or flatware from presoaking solution, place in racks for dishmachine, and rinse thoroughly with overhead sprayer. Do not pour presoaking solution into dishmachine as it will cause foaming.



MANUAL DISHWASHING PROCEDURES

TOOLS: Scraper, wiping cloth, brush or abrasive pad, rubber gloves and eye protection.

1. Fill each sink to the appropriate level with warm water (110 - 120°F).
2. Prescrape ware to remove loose soils.
3. Wash in first compartment, using (**pot & pan detergent**) at recommended use dilution.
4. Rinse in second compartment, using clean water.
5. Sanitize in third compartment by immersion for 60 seconds or as required by local health department regulations, using (**sanitizer**) at recommended use dilution. Per label directions, use appropriate test papers to determine correct concentration of the sanitizer solution. Sanitizer test papers are most accurate when used to test sanitizer solutions at room temperature (75°F).
6. Allow dishes to air dry and store in a clean, dry, protected area.
7. Clean sinks after each shift.



DISHMACHINES

OUTSIDE

TOOLS: Pail or trigger sprayer bottle, several cloths, gloves and eye protection.

1. Wipe entire outside of machine with recommended solution of **(lime solvent)**.
2. Rinse and wipe dry.
3. Polish outside of machine with **(stainless steel cleaner)**.



INSIDE

TOOLS: Trigger sprayer bottle, gloves and eye protection.

1. Turn off dishmachine detergent dispenser.
2. Drain dishmachine. Remove and clean scrap trays, wash and rinse arms. Remove any foreign objects from dishmachine.
3. Replace scrap trays, wash and rinse arms. Fill dishmachine 3/4 full of hot water.
4. Add recommended amount of **(lime solvent)**.
5. Using the manual cycle, run dishmachine for 10 - 15 minutes.
6. Stop the dishmachine and inspect the interior. If necessary, spray delimer in the corners and continue to run dishmachine until clean.
7. Stop the dishmachine. Drain and rinse the interior.
8. Leave dishmachine doors open to allow dishmachine to air dry. Before operation, turn the detergent dispenser on.

OPERATION

See your Chemical Specialist for proper products and procedures.

DRAINS

TOOLS: Rubber gloves and eye protection.

STOPPED DRAINS

Per label directions, pour recommended quantity of **(drain cleaner)** into drains. Wait 30 minutes, then flush with warm water. Repeat if necessary.

SLOW DRAINS

Per label directions, pour recommended quantity of **(drain maintainer)** into drain when drain will not be used for several hours. Follow with a small amount of water.

REGULAR MAINTENANCE PROGRAM

Per label directions, pour recommended quantity of **(drain maintainer)** into drain, daily or weekly when drain will not be used for several hours. Follow with a small amount of water.

GREASE TRAPS

Follow dosing recommendations found on **(drain maintainer)** label for the size of grease trap present in the facility.



ORNAMENTAL STAINLESS STEEL

TOOLS: Clean, soft cloth or paper towel and eye protection.

1. For all nonfood contact stainless steel surfaces, spray lightly with **(stainless steel polish)**.
2. Polish with soft clean cloth, turning the cloth or towel frequently.



DESTAINING PLASTICWARE

TOOLS: Bus tub or sink.

1. Fill tub or sink with warm or hot water (120°F minimum).
2. Mix proper strength solution of **(oxygen destainer)** and water.
3. Soak ware for 15 minutes.
4. Rinse with water.
5. Wash the ware in dishmachine or three compartment sink before use.



DINING TABLES

TOOLS: Pail, wiping cloth, trigger sprayer bottle and eye protection.

1. Using trigger sprayer bottle and a wiping cloth, apply sanitizing solution of **(sanitizer)** to the table and wipe the surface to evenly spread the sanitizing solution. Per label directions, use appropriate test papers to determine correct concentration of the sanitizer solution. Surfaces must remain wet for 60 seconds or as required by local health department codes.
2. Allow to air dry.
3. Store wiping cloth in a pail of sanitizing solution when not in use. Prepare fresh sanitizing solutions at least once per day.



CONCRETE FLOORS, DRIVEWAYS & DOCKS

TOOLS: Stiff brush or broom, hose and eye protection.

1. Wet area to be cleaned.
2. Apply **(floor or general purpose cleaner)** to surface.
3. Scrub cleaner into concrete with brush or broom.
4. Allow to stand for 15 minutes. Don't allow to dry. If needed, scrub again.
5. Rinse well. Repeat if necessary.

