

Standard Operating Procedures for

Facility_____

Cleaning and Sanitizing

Why:	Remove bacteria or viruses that may cause foodborne illness from food contact surfaces.																				
Who:	Food workers.																				
When:	When utensils, equipment or other food contact surfaces are used.																				
Where:	In food preparation areas.																				
How:	<ul style="list-style-type: none">○ Clean and sanitize utensils and equipment:<ul style="list-style-type: none"><input type="checkbox"/> after each use.<input type="checkbox"/> every 4 hours if used to prepare Potentially Hazardous Foods (PHF) on a continuous basis.○ Clean and sanitize utensils and equipment between preparing raw and Ready-to-Eat foods. <p>List your methods for sanitizing:</p> <p>Dishwashing <input type="checkbox"/> Mechanical <input type="checkbox"/> Manual</p> <table border="1"><thead><tr><th>Sanitizer</th><th>Concentration</th><th>Water Temp</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table> <p>Wiping Cloths</p> <table border="1"><thead><tr><th>Sanitizer</th><th>Concentration</th><th>Water Temp</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table> <p><input type="checkbox"/> _____</p>			Sanitizer	Concentration	Water Temp							Sanitizer	Concentration	Water Temp						
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Optional Records	<input type="checkbox"/> Cleaning and Sanitizing Schedule <input type="checkbox"/> _____																				
Correction:	<input type="checkbox"/> Review records <input type="checkbox"/> Re-clean/sanitize. <input type="checkbox"/> _____																				
PIC Verification:	<ul style="list-style-type: none">○ Verify that food contact surfaces are clean and sanitized.○ Observe employee cleaning and sanitizing practices.○ Check that dishwashing equipment is properly operated and maintained.○ Use proper test kit or strips to verify sanitizer concentration.																				

Prepared or revised by_____Date_____