

Appendix E Cleaning and Sanitation Checklist

These cleaning and sanitation steps must be completed at the end of your processing session. Review to be completed by the Hub with the User before using the facility. Detailed cleaning and sanitation processes are included in the Hub binder.

Before you begin processing

- Check, record dishwasher wash (66°C/150°F) and rinse temperatures (82-91°C/180-195°F).
- Sanitize all counter surfaces
- Check staff for personal hygiene and clothing, and
- Review Food Safety Plan with staff

When you are done processing

General cleanup

- Clean dishes and smallwares Wash all used dishes and smallwares. Run them through the sanitizer. Store or take dishes away.
- Processed foods and ingredients Properly label, store and date all stored items according to Food Safety standards (FIFO; meats on bottom shelf) in assigned storage areas.
- Garbage Remove all garbage and compostable waste to designated receptacles

Equipment cleanup

- Work tables and countertops Clean and sanitize tops and shelves
- Scales Clean and sanitize scale and scale tray.
- Stoves and ovens Clean stove tops and wipe clean oven, if used
- Food mixers, slicers and processors Disassemble, clean and sanitize equipment parts
- Dishwasher Clean dishwasher, including debris traps. Turn dishwasher off, leave door open to dry.
- Sinks Clean and sanitize sink interior. Clean debris traps.
- Refrigerators, freezers Wipe clean refrigerator and freezer of spills
- Floor Sweep and mop floor

Before you leave

- Check and record refrigerator temperature (outside of walk-in cooler)
- Close all doors, including walk-in cooler and freezer
- Turn off ovens, stove, hood-fan, dishwasher and lights
- Arm building and lock doors

Signatures

User representative

Date _____

Hub Manager

Date _____