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## Work Instruction for Manual Cleaning of Sinks

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 Approved By: MDaskis  
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What is being cleaned?	How will it be cleaned and/or sanitized?	When will it be cleaned and/or sanitized	Who will be cleaning and/or sanitizing it?
<p>Preparation sinks, hand wash sinks, utility sinks.</p> <p>This includes countertop and 20 cm up backsplash, underside of sinks and support legs</p>	<p><b>1. Prepare</b></p> <ul style="list-style-type: none"> <li>Remove all food soil from sink into garbage</li> </ul>	<p>HUB user must leave sink area clean for next person.</p> <p>Sink must be cleaned immediately after use or within a reasonable time frame during the production day.</p> <p>Sinks will be on HUB cleaning schedule.</p>	<p>HUB user and HUB sanitation crew.</p>
	<p><b>2. Rinse</b></p> <ul style="list-style-type: none"> <li>Use a cloth to ensure all sink area is rinsed including under the lip of the sink, support legs and underneath parts of sink.</li> <li>Food residues must be removed to allow detergent to work correctly.</li> </ul>		
	<p><b>3. Wash<sup>1</sup></b></p> <ul style="list-style-type: none"> <li>Place stopper in sink.</li> <li>Turn on detergent dispenser and fill sink about 10 cms. If there is no dispenser, then prepare detergent solution.</li> <li>Use a cloth and green scrubbing pad if needed Wash all corners, faucets and tap, under the lip of the sink and strainer ring.</li> </ul>		
	<p><b>4. Rinse</b></p> <p>Rinse all detergent residues to prepare area for sanitizer</p>		
	<p><b>5. Inspect</b></p> <ul style="list-style-type: none"> <li>Ensure sink and surrounding area is clean.</li> <li>If soil build-up is found, repeat steps 2 and 3.</li> </ul>		
	<p><b>6. Sanitizer</b></p> <ul style="list-style-type: none"> <li>Use the sanitizer dispenser hose if available and cover the sink area, taps and faucet, spray hose and surrounding counter area. Otherwise, prepare sanitizer solution in sink and apply with cloth.</li> <li>Do not rinse</li> </ul>		
<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>The sink may have detergent and sanitizer dispensers and spray nozzle. Use a bucket if detergent and sanitizer dispensers are at mop sink.</li> <li>Cloth</li> <li>Green Scrub pad</li> </ul>			

<sup>1</sup> If HUB does not have automatic dispensing system for chemicals follow mixing instructions in HUB.S.REC.62 List of Chemicals Used in Facility