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| **Work Instruction for Manual Cleaning of Work Tables** | Revised By: NRoss  Approved By: MDaskis  Reason for Revision: New |

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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? |
| Stainless Steel Tables | 1. **Prepare**  * Remove all food soil from table into organic waste or garbage. Remove items from shelves | Immediately after use every 4 hours if in continuous use | Hub user or Hub sanitation crew. |
| 1. **Rinse**  * Use bucket and cloth and rinse table surfaces and lower shelves to remove food residues. |
| 1. **Apply detergent[[1]](#footnote-1)**  * Scrub table surfaces, legs and lower shelves with cloth and soapy water. Use green scouring pad as needed. * Ensure that soapy water covers all corners and crevices of the table including the underside and rim of tabletop. * Do not allow detergent solution to dry on surface. |
| 1. **Rinse**  * Rinse out all soap and food particles. |
| 1. **Inspect**  * Ensure table is clean * If soil build-up is found, repeat steps 2 and 3. |
| 1. **Sanitize**  * Spray the surfaces with sanitizer. Allow to air dry. |
| **Corrective Actions:**  If, after rinsing, visual inspection by sanitation crew finds areas that are not clean, cleaning procedures must be repeated until cleanliness is achieved. | | | |
| **Monitoring and Verification**  A preoperational inspection checklist is used by HUB Management to verify the cleanliness of the equipment by visual inspection.  The visual inspection should be conducted as follows.   * Look in, around, and under equipment and structures for indications of soil removal. * Does the environment smell clean or are there sour or musty odors? * Feel equipment surfaces for grease or grit from incomplete soil removal.   Record all observations on the pre-operational checklist | | | |

1. If Hub does not have automatic dispensing system for chemicals follow mixing instructions in Hub.S.REC.62 List of Chemicals Used in Facility [↑](#footnote-ref-1)