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| Text  Description automatically generated with low confidence | Document No: HUB.S.WI.70Effective Date: 01-August 2022Revision Date: New |
| **Work Instruction for Manual Cleaning of Work Tables** | Revised By: NRossApproved By: MDaskisReason 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.
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| 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.
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| 1. **Rinse**
* Rinse out all soap and food particles.
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| 1. **Inspect**
* Ensure table is clean
* If soil build-up is found, repeat steps 2 and 3.
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| 1. **Sanitize**
* Spray the surfaces with sanitizer. Allow to air dry.
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| **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)