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Work Instruction for Manual Cleaning of Work Tables

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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?
Stainless Steel Tables	1. Prepare <ul style="list-style-type: none"> 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.
	2. Rinse <ul style="list-style-type: none"> Use bucket and cloth and rinse table surfaces and lower shelves to remove food residues. 		
	3. Apply detergent¹ <ul style="list-style-type: none"> 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. 		
	3. Rinse <ul style="list-style-type: none"> Rinse out all soap and food particles. 		
	4. Inspect <ul style="list-style-type: none"> Ensure table is clean If soil build-up is found, repeat steps 2 and 3. 		
	5. Sanitize <ul style="list-style-type: none"> 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