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| **Work Instruction for Manual Cleaning using Double Sink** | Revised By: NRossApproved By: MDaskisReason for Revision: New |

| 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? |
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| Supplementary utensils, equipment parts, storage tubs  | 1. **Prepare**
* Wear personnel protective equipment (gloves, safety goggles, safety shoes and mask) at all times when cleaning.
* Stack items on left hand side of the sinks. **All heavily soiled utensils should be scraped clean either by hand or with aid of scraper. Rinse items before setting up sink.**
* Clean and sanitize all sink compartments before they are used for cleaning utensils.
* Prepare two-compartment sink with detergent and sanitizer as follows:
	+ First compartment: detergent solution at 43°C-45°C.
	+ Second compartment: sanitizer solution at 35°C-45°C.
* Verify appropriate concentrations of detergent and sanitizer solution using chemical test kit or test paper.
 | During production day as needed | Hub users and Hub sanitation crew.  |
|  | 1. **Apply Detergent**
* Using a cloth, apply detergent solution to items being cleaned manually. Ensure that detergent solution is applied evenly over entire surface.
* Do not let detergent dry.
* Scrub utensils, equipment and parts’ surfaces using brush to remove soil build-up.
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|  | 1. **Rinse**
* Rinse equipment and parts with hot water to remove detergent from all surfaces. Hot water should be at least 43°C.
* Rinse items using sprayer. **Rinse water must drain into wash sink so sanitizer (sink 2) is not diluted.**
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|  | 1. **Inspect**
* Ensure that utensils, equipment, and parts are cleaned effectively. Ensure there is no visible soil build-up or food residue present. Use flashlight if necessary.
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|  | 1. If soil build-up is found, repeat steps 2 through 4
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|  | 1. **Sanitize**
* Place clean items in Sink 2, filled with sanitizer solution, for two minutes or as directed by manufacturer’s instructions.
* Ensure that sanitizer is applied evenly over entire surface of equipment and parts.
* Do not rinse sanitizer with water.
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|  | 1. **Re-assemble**
* **Allow all equipment parts and surfaces to dry**
* Re-assemble equipment. Ensure that all parts are in place and no parts are missing.
* After tubs and lids are dry stack up until next use.
* Inspect knifes for chips
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|  | 1. **Record on Sanitation Record**
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Reference: HUB.S.SIGN.81 Two Sink Warewashing Method (Fraser Health/Vancouver Coastal Health). A copy of this poster must be displayed above double sink.