

Standard Operating Procedure (SOP)

Cleaning and Sanitizing Beverage Equipment

Purpose

This SOP describes the process for **cleaning and sanitizing beverage equipment**, including the preparation of cleaning solutions, disassembly of equipment parts, thorough cleaning procedures, proper rinsing techniques, application of sanitizers, and drying methods. The goal is to maintain equipment hygiene, prevent contamination, ensure beverage quality, and comply with health and safety standards in beverage production and service environments.

Scope

This procedure applies to all staff responsible for cleaning and maintaining beverage equipment in the facility, including but not limited to machines, dispensers, and utensils used in beverage preparation and service.

Responsibilities

- All staff must follow this SOP when cleaning and sanitizing beverage equipment.
- Supervisors must ensure compliance and provide training as necessary.
- Maintenance personnel must report issues observed during cleaning.

Required Materials

Item	Purpose
Approved cleaning detergent	Removes residues and soils
Food-contact surface sanitizer	Eliminates pathogens
Clean water	Rinsing agents
Scrub brushes, sponges, cloths	Physical removal of debris
Disposable gloves	Personal safety and hygiene
Cleaning buckets/basins	Solution preparation
Lint-free towels or air dryer	Drying after sanitizing

Procedure

- 1. Preparation**
 - Wear disposable gloves and necessary PPE before starting.
 - Ensure equipment is turned off and unplugged.
 - Remove any remaining product from equipment.
- 2. Disassembly**
 - Disassemble detachable parts according to manufacturer guidelines.
 - Set aside small parts for individual cleaning.
- 3. Cleaning**
 - Prepare cleaning solution as specified by the detergent manufacturer.
 - Wash all surfaces and detachable parts using brushes or sponges.
 - Pay special attention to crevices and hard-to-reach areas.
- 4. Rinsing**
 - Rinse all cleaned parts thoroughly with potable water to remove detergent residues.
- 5. Sanitizing**
 - Prepare sanitizer solution according to label instructions.
 - Apply to all food-contact surfaces and allow required contact time.

6. Drying and Reassembly

- Allow all parts to air dry or use clean, lint-free towels.
- Reassemble equipment only when parts are completely dry.

7. Final Steps

- Inspect equipment for cleanliness and proper assembly.
- Record cleaning in the maintenance log, noting date, time, and staff initials.

Safety and Compliance

- Use only approved cleaning agents and sanitizers suitable for food-contact surfaces.
- Always follow manufacturer's instructions for both equipment and chemicals.
- Dispose of waste water and cleaning solutions responsibly.

Documentation

- All cleaning activities must be documented in the cleaning/maintenance log.
- Include date, time, equipment cleaned, name/initials of staff member.
- Report any issues to the supervisor immediately.

References

- Manufacturer instructions and user manuals
- Facility health and safety standards
- Local food safety authorities regulations