

# SOP: Removal of Food and Movable Equipment

This SOP details the **removal of food and movable equipment** to ensure proper hygiene, safety, and efficiency. It includes procedures for safely handling, transporting, and disposing of food items and equipment, as well as guidelines for cleaning and sanitizing to prevent contamination. The goal is to maintain a clean and organized environment by systematically removing and managing food and movable equipment in compliance with regulatory standards.

## 1. Purpose

To outline standardized procedures for the removal of food and movable equipment, ensuring hygiene, safety, and compliance with applicable regulations.

## 2. Scope

This SOP applies to all staff involved in the removal, disposal, and cleaning of food items and movable equipment within the facility.

## 3. Responsibilities

| Role        | Responsibility                               |
|-------------|--|
| Staff       | Follow procedures for removal and cleaning.  |
| Supervisors | Ensure compliance and proper training.       |
| Management  | Provide resources and monitor SOP adherence. |

## 4. Procedure

### 4.1 Preparation

1. Wear appropriate personal protective equipment (PPE).
2. Gather necessary cleaning and transport materials (carts, bins, labels, cleaning solutions, etc.).
3. Communicate with team members involved in the process.

### 4.2 Removal of Food

1. Identify all food items to be removed.
2. Check food for spoilage or contamination.
3. Transport food items using designated containers or carts.
4. Dispose of expired, spoiled, or unwanted food items in accordance with local regulations and facility policy.

### 4.3 Removal of Movable Equipment

1. Identify movable equipment to be removed (utensils, trays, carts, etc.).
2. Ensure equipment is empty and free of food debris.
3. Transport equipment to the designated cleaning area.
4. Remove equipment requiring maintenance or replacement to designated storage areas.

### 4.4 Cleaning and Sanitizing

1. Clean all surfaces in contact with removed food or equipment using approved cleaning agents.
2. Sanitize according to facility protocol to prevent contamination.
3. Allow equipment to air dry or follow manufacturer's drying instructions.
4. Document cleaning as required.

## 5. Documentation

1. Record details of removal, cleaning, and disposal activities on the designated log sheets or digital records.
2. Report any issues or incidents to supervisors immediately.

## 6. Safety & Hygiene Precautions

- Always wear gloves and other PPE during removal and cleaning.
- Wash hands before and after handling food or equipment.
- Report all spills or accidents immediately.

## 7. Compliance

All actions must comply with local regulations, facility policies, and food safety standards.

*Reviewed: [YYYY-MM-DD] | Next Review: [YYYY-MM-DD]*