

Standard Operating Procedure (SOP): Daily Sanitization of Food Preparation Surfaces and Equipment

This SOP details the **daily sanitization of food preparation surfaces and equipment**, ensuring all contact areas are thoroughly cleaned and disinfected to prevent contamination. It covers the selection of appropriate cleaning agents, the step-by-step cleaning process, timing and frequency of sanitization, safe handling and storage of cleaning materials, and verification methods to maintain hygiene standards. The procedure aims to promote food safety, minimize the risk of foodborne illnesses, and comply with health and safety regulations in food service environments.

1. Purpose

To establish consistent procedures for daily cleaning and sanitizing of food preparation surfaces and equipment to ensure food safety and compliance with regulations.

2. Scope

This SOP applies to all staff responsible for cleaning and sanitizing food prep areas and equipment in the facility.

3. Responsibilities

- **Food Handlers:** Execute sanitization procedures as described.
- **Supervisors:** Train staff, monitor compliance, and verify implementation.
- **Management:** Ensure availability of appropriate cleaning supplies and personal protective equipment.

4. Materials and Equipment

- Approved food-safe sanitizer
- Clean cloths or disposable towels
- Scrub brushes/pads (as needed)
- Measuring devices for diluting sanitizer
- Personal Protective Equipment (gloves, aprons)
- Cleaning log sheets

5. Procedure

1. **Preparation**
 - Wash hands and put on appropriate PPE.
 - Remove excess food debris from surfaces and equipment.
2. **Cleaning**
 - Wash all surfaces and equipment with hot, soapy water.
 - Scrub as needed to remove residues.
 - Rinse thoroughly with clean water to remove soap.
3. **Sanitizing**
 - Prepare sanitizer solution per manufacturer instructions; verify concentration with test strips.
 - Apply sanitizer to all food contact surfaces and equipment.
 - Allow surface to air-dry or remain wet for required contact time as specified by the sanitizer's label.
4. **Post-Sanitization**
 - Dispose of used towels/cloths or launder for next use.
 - Store cleaning agents and equipment safely and away from food preparation areas.
5. **Documentation**
 - Record completion of cleaning and sanitizing tasks in cleaning logs.

6. Frequency

- All food preparation surfaces and equipment must be cleaned and sanitized at the end of each day, or more frequently as needed (e.g., after handling raw meat or allergen-containing foods).

7. Verification and Monitoring

- Supervisors perform random checks to ensure compliance.
- Review cleaning logs daily.
- Periodically test surfaces for cleanliness (e.g., using ATP swabs if appropriate).

8. References

- Manufacturer instructions for cleaning agents and equipment
- Local and national food safety regulations
- Facility Hygiene Policy

9. Revision History

Date	Revision	Description	Approved by
2024-06-12	01	Initial SOP Release	Food Safety Manager