

SOP: Appliance Cleaning Instructions (Ovens, Microwaves, Refrigerators)

Purpose: This SOP provides detailed **appliance cleaning instructions** for ovens, microwaves, and refrigerators to ensure optimal hygiene and functionality. It covers the selection of appropriate cleaning agents, step-by-step cleaning procedures, safety precautions, and maintenance tips to prevent appliance damage and prolong lifespan. Regular adherence to these guidelines ensures a clean and sanitary kitchen environment while maintaining appliance efficiency and safety.

1. Required Cleaning Agents & Supplies

Appliance	Recommended Cleaning Agents	Supplies
Oven	Specialized oven cleaner, baking soda, vinegar, mild dish soap	Non-abrasive sponges, microfiber cloths, gloves, soft brush, scraper (plastic)
Microwave	Mild dish soap, water, vinegar, lemon	Microwave-safe bowl, sponge, microfiber cloth, gloves
Refrigerator	Baking soda, mild dish soap, water, vinegar	Sponges, microfiber cloths, gloves, soft brush

2. Safety Precautions

- Always unplug appliances or switch off their power before cleaning.
- Wear **protective gloves** and, if using strong chemicals, a mask.
- Ensure the area is well-ventilated, especially when using chemical cleaners.
- Do not use abrasive pads on glass or delicate surfaces.
- Check manufacturer instructions for appliance-specific recommendations.

3. Cleaning Procedures

3.1 Oven Cleaning Procedure

1. Ensure oven is off and cool before starting.
2. Remove oven racks and trays. Soak them in warm, soapy water; scrub and rinse dry.
3. For interior, apply oven cleaner or a paste of baking soda & water; avoid heating elements.
4. Allow cleaner to sit as per product instructions (or baking soda paste for several hours/overnight).
5. Wipe residue with a damp sponge/cloth; for stubborn stains, use vinegar spray and a plastic scraper.
6. Clean oven door (use glass cleaner on exterior glass, if needed).
7. Replace racks/trays and plug the oven back in.

3.2 Microwave Cleaning Procedure

1. Unplug microwave.
2. Remove turntable and wash in warm, soapy water.
3. Place a microwave-safe bowl with equal parts water and vinegar (or slices of lemon water) inside.
4. Heat for 3-5 minutes to loosen food splatter; allow to cool for safety.
5. Wipe interior with a damp sponge or microfiber cloth; use mild soap for tough stains.
6. Clean exterior controls and handle with a damp cloth. Dry thoroughly.
7. Replace turntable and plug back in.

3.3 Refrigerator Cleaning Procedure

1. Unplug or turn off the refrigerator.
2. Remove all food items; discard expired/spoiled products.
3. Remove shelves and drawers, wash with warm soapy water, rinse, and dry.
4. Wipe interior with a solution of baking soda and water (2 Tbsp baking soda per quart/liter of water).
5. Wipe door seals and handles with mild soap solution.
6. Dry all interior surfaces and replace shelves/drawers.
7. Plug in and restock food once cool.

4. Maintenance Tips

- Perform routine cleaning weekly or as needed according to appliance use.
- Regularly check for food spills and clean immediately to prevent build-up and odors.
- Avoid using harsh chemicals that can damage appliance surfaces.
- Check gasket seals (refrigerators/ovens) for debris and damage; clean and replace if necessary.
- Consult the appliance manual for specific maintenance and cleaning guidelines.

5. Documentation & Review

- Record cleaning activities and maintenance in an appliance log.
- Supervisors to review adherence to SOP monthly and update procedures as needed.

Date issued: _____

Prepared by: _____

Reviewed by: _____