

# Standard Operating Procedure (SOP): Cleaning and Sanitizing Kitchen Surfaces and Utensils

This SOP details the procedures for **cleaning and sanitizing kitchen surfaces and utensils**, covering proper cleaning techniques, recommended cleaning agents, sanitizing methods, frequency of cleaning, and safety precautions. The goal is to maintain a hygienic kitchen environment, prevent cross-contamination, and ensure food safety by effectively removing dirt, grease, and harmful microorganisms from all kitchen surfaces and utensils.

## 1. Scope

This SOP applies to all kitchen staff responsible for cleaning and sanitizing work surfaces, cooking equipment, utensils, and food contact areas.

## 2. Required Materials

- Dish detergent or approved cleaning solution
- Sanitizing solution (e.g., diluted bleach or commercial sanitizer)
- Scrub brushes, sponges, and cleaning cloths (color-coded preferred)
- Gloves and protective equipment
- Hot and cold running water
- Disposable paper towels or clean kitchen towels
- Measuring cups/spoons for dilution of sanitizers

## 3. Procedure

### Step 1: Preparation

- Put on clean gloves and other required personal protective equipment (PPE).
- Remove excess food debris from surfaces and utensils.
- Prepare the cleaning and sanitizing solutions as recommended by the manufacturer.

### Step 2: Cleaning

- Wash surfaces and utensils with hot, soapy water using appropriate cleaning tools.
- Focus on difficult-to-reach areas and joints where food can accumulate.
- Rinse with clean, hot water to remove soap and loosened debris.

### Step 3: Sanitizing

- Apply the sanitizing solution to all surfaces and utensils, following dilution and contact time guidelines:
  - Chlorine-based: 50–100 ppm, at least 1 minute contact
  - Quaternary ammonium: As per manufacturer recommendations
- Allow surfaces and utensils to air dry. Do not rinse off the sanitizer unless instructed.

## 4. Frequency of Cleaning

Item/Area	Frequency
Food-contact surfaces (counters, cutting boards)	After each use and at least every 4 hours during continuous use
Utensils and small equipment	After each use
Sinks	After food prep and end of day
Non-food contact surfaces (handles, shelves, etc.)	Daily or as needed

## 5. Safety Precautions

- Wear gloves and avoid contact with skin and eyes when handling cleaners and sanitizers.
- Never mix cleaning agents and sanitizers unless specified as safe by the manufacturer.
- Ensure proper ventilation when using chemical products.
- Store cleaning chemicals away from food and food-contact surfaces.
- Label all cleaning and sanitizing solutions properly.

## 6. Documentation

- Record cleaning and sanitizing activities on designated logs.
- Report and address any issues or repeated corrective actions.

## 7. References

- Manufacturer instructions for cleaning and sanitizing agents
- Local food safety regulations and guidelines
- CDC and FDA recommendations