

Standard Operating Procedure (SOP): Proper Cleaning and Sanitization of Utensils, Surfaces, and Equipment

This SOP details the **proper cleaning and sanitization of utensils, surfaces, and equipment** to maintain hygiene and prevent contamination. It covers cleaning procedures, selection and usage of appropriate cleaning agents and sanitizers, frequency of cleaning, safety precautions during cleaning, and verification of cleanliness. Implementing these guidelines ensures a safe and sanitary environment in food preparation and processing areas.

1. Purpose

To prevent cross-contamination and ensure all utensils, surfaces, and equipment remain hygienic and safe for food contact.

2. Scope

Applies to all staff engaged in food handling, preparation, and cleaning within food service or processing areas.

3. Responsibilities

- All staff must adhere to this SOP for cleaning and sanitizing duties assigned to them.
- Supervisors must ensure compliance and provide necessary training.

4. Definitions

- **Cleaning:** Removal of visible dirt, food residue, and grease using water and detergent.
- **Sanitizing:** Application of heat or chemicals to cleaned surfaces to reduce microorganisms to safe levels.

5. Materials and Equipment

- Approved detergents and sanitizers
- Scrub brushes, scouring pads, and clean cloths
- Buckets, sinks, or dishwashers
- Gloves and personal protective equipment (PPE)
- Thermometer (if using heat sanitization)

6. Procedures

1. Preparation

- Assemble cleaning supplies and PPE.
- Clear debris and remove food from all items and surfaces.

2. Cleaning

- Wash with hot water and detergent, using scrub brushes as required.
- Rinse thoroughly with clean water to remove all detergent and debris.

3. Sanitizing

- Apply sanitizer as per manufacturer instructions, or immerse items in sanitizing solution (e.g., chlorine 50-100 ppm, QUAT 200-400 ppm, or as specified).
- If using heat, immerse items in water at $\geq 77^{\circ}\text{C}$ (171°F) for at least 30 seconds.
- Allow items to air dry; do not use towels for drying.

4. Storage

- Store clean and sanitized items in designated, sanitary areas.

7. Cleaning Frequency

| Item/Area | Frequency |
|-----------------------------------|--|
| Utensils & Food Contact Equipment | After each use |
| Food Preparation Surfaces | After each task and every 4 hours during continual use |
| Non-food Contact Equipment | Daily or as needed |
| Floors, Walls, and Other Surfaces | Daily or as needed |

8. Safety Precautions

- Always use appropriate PPE (gloves, aprons, eye protection) when handling cleaning agents and hot water.
- Follow manufacturer's instructions and Safety Data Sheets (SDS) for all chemicals.
- Never mix different cleaning products.
- Ensure proper ventilation during cleaning.

9. Verification and Documentation

- Supervisors must regularly inspect cleaned items and surfaces for visible cleanliness and sanitation.
- Complete cleaning and sanitization checklists/logs daily.
- Address any non-compliance or corrective actions promptly.

10. Revision and Review

This SOP should be reviewed annually and updated as needed to comply with regulations and operational changes.