

# SOP: Kitchen Deep Cleaning and Shutdown

This SOP describes the procedures for **kitchen deep cleaning and shutdown**, including thorough cleaning of all kitchen surfaces, proper equipment shutdown, safe food storage practices, and efficient waste disposal. The purpose is to maintain a hygienic kitchen environment, prevent contamination, prolong equipment lifespan, and ensure compliance with health and safety standards by systematically cleaning, turning off equipment, storing food securely, and disposing of waste responsibly at the end of operations.

## 1. Scope

This SOP applies to all kitchen staff responsible for cleaning and shutting down the kitchen at the end of operations.

## 2. Responsibilities

- All kitchen staff: Participate in deep cleaning and shutdown process.
- Kitchen supervisor: Oversee procedure completion, verify checklist, and ensure compliance.

## 3. Required Materials and Equipment

- Food-safe cleaning agents and disinfectants
- Cleaning cloths, scrub brushes, and sponges
- Mops and buckets
- Personal protective equipment (gloves, aprons, masks)
- Trash bags and bins
- Commercial kitchen cleaning checklist (if available)

## 4. Procedure

### 1. Preparation

- Wear personal protective equipment.
- Ensure all food preparation is complete and remove any leftover food from surfaces.

### 2. Equipment Shutdown

- Turn off all cooking appliances (e.g., ovens, fryers, grills, stoves).
- Unplug countertop equipment if safe to do so.
- Allow hot equipment to cool before cleaning.

### 3. Surface and Equipment Cleaning

- Clean and disinfect all work surfaces, cutting boards, and prep tables.
- Scrub and sanitize sinks, faucets, and drains.
- Clean external and accessible internal surfaces of all equipment (e.g., ovens, microwaves, refrigerators).
- Empty and wash grease traps as necessary.

### 4. Floors and Walls

- Sweep and mop all floor areas with appropriate cleaning solution.
- Wipe down walls and remove splashes or stains.

### 5. Safe Food Storage

- Transfer all perishable foods to appropriate refrigeration or freezer units.
- Label and date all foods before storage.
- Cover or seal containers tightly.
- Dispose of expired or spoiled food in accordance with waste disposal procedures.

### 6. Waste Disposal

- Collect and segregate waste (general waste, recyclables, food waste) as per kitchen policy.
- Empty all bins and replace liners.
- Take waste to designated disposal area.
- Clean and sanitize waste bins after emptying.

### 7. Final Check and Shutdown

- Ensure all equipment is turned off or unplugged as required.
- Confirm all cleaning areas have been completed (workspaces, equipment, storage areas, waste disposal points).
- Turn off lights and lock kitchen/doors as per facility policy.
- Complete and sign off on cleaning checklist/log.

## 5. Health & Safety Notes

- **Always use food-safe cleaning products.**

- Never mix chemicals or use near food to avoid hazards.
- *Report any maintenance issues or food safety concerns to the kitchen supervisor immediately.*

## 6. Records

- Completed cleaning checklist/log to be filed daily, signed by responsible staff and reviewed by supervisor.