

Standard Operating Procedure (SOP): Utensil, Equipment, and Surface Cleaning Protocol

This SOP defines the **utensil, equipment, and surface cleaning protocol**, detailing the standardized procedures for thoroughly cleaning and sanitizing all kitchen utensils, equipment, and surfaces to maintain hygiene and prevent contamination. It covers proper cleaning agents and techniques, frequency of cleaning, safety precautions, and documentation requirements to ensure compliance with health and safety regulations and maintain a safe food preparation environment.

1. Purpose

To ensure all utensils, equipment, and surfaces are cleaned and sanitized to prevent foodborne illness and maintain a safe, hygienic food preparation environment.

2. Scope

This protocol applies to all employees involved in food preparation, cleaning, and sanitation within the kitchen or food production areas.

3. Responsibilities

- **Food Handlers:** Follow all cleaning steps and report any issues or damages.
- **Supervisors:** Ensure compliance, provide training, and review documentation.
- **Management:** Update protocols and supply necessary cleaning agents and PPE.

4. Materials and Equipment

- Approved cleaning and sanitizing agents (detergents, disinfectants, sanitizers)
- Scrubbing brushes, scouring pads, and clean cloths
- Dishwashing sinks or machines
- Gloves, aprons, and other personal protective equipment (PPE)
- Surface cleaning spray bottles and sponges
- Log sheets or digital record systems

5. Procedure

1. Preparation

- Remove any food debris from items and surfaces.
- Wear appropriate PPE (gloves, aprons, etc.).
- Ensure cleaning agents and materials are available and labeled.

2. Cleaning Steps

a. Utensils & Small Equipment

- Rinse with warm water.
- Wash with detergent in hot water (at least 43°C/110°F).
- Scrub all surfaces thoroughly, including handles and crevices.
- Rinse off soap with clean hot water.
- Sanitize in approved sanitizing solution (as per manufacturer's instructions).
- Air dry on clean racks (do not towel dry).

b. Large Equipment

- Turn off and unplug equipment where possible.
- Disassemble removable parts.
- Wash, rinse, and sanitize individual parts as above.
- Wipe down non-removable surfaces with detergent, rinse, then sanitize.
- Reassemble when fully dry.

c. Surfaces (counters, cutting boards, tables)

- Remove visible debris.
- Wash with hot, soapy water.
- Rinse with clean water.
- Apply sanitizer and allow to air dry.

3. Post-Cleaning

- Inspect items for cleanliness.
- Store utensils and equipment in designated, clean areas.
- Dispose of used cleaning materials and PPE properly.

4. Documentation

- Complete cleaning log sheets with date, time, items cleaned, and staff initials.
- Supervisors to review log sheets for completeness daily.

6. Frequency

Item	Frequency
Utensils and small equipment	After each use
Large equipment	After use or daily
Surfaces (prep tables, counters)	After each task and at shift end
Cutting boards	Between use with different foods and after shift
Sinks	Daily and as needed

7. Safety Precautions

- Always wear appropriate PPE during cleaning.
- Follow dilution and usage instructions for all chemicals.
- Ensure good ventilation when using strong chemicals.
- Store cleaning agents away from food and food contact surfaces.

8. Documentation

- Maintain detailed logs (see Attachment 1: Cleaning Log Sample).
- Report any equipment malfunctions or cleaning-related incidents to supervisors immediately.

9. References

- Local health and food safety regulations
- Manufacturer instructions for cleaning agents and equipment

10. Revision History

Date	Revision	Summary of Changes
YYYY-MM-DD	1.0	Initial SOP creation

Attachment 1: Cleaning Log Sample

Date	Item/Area Cleaned	Time	Staff Initials	Supervisor Review