

Cleaning and Sanitizing Small Equipment Standard Operating Procedure

Purpose:

- To prevent foodborne illness by ensuring that small, portable, or removable equipment, tools, and parts are properly cleaned, sanitized, and stored.

Scope:

- This procedure applies to food service employees who clean and sanitize small equipment and components.

Key Words:

- Small, Portable, Removable Equipment, Tools, Components, Cleaning, Sanitizing

Instructions:

1. Train Food Service staff on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the manufacturer's instructions for equipment use and maintenance, and the use of chemicals for cleaning and sanitizing small equipment.
4. Ensure all equipment to be cleaned is disconnected from power sources.
5. Disassemble small equipment and parts completely (e.g., blades, O-rings, seals, valves) to ensure all surfaces are exposed to cleaning.
6. Remove bulk debris/waste using dry methods (e.g., cleaning brush or cloth).
7. Soak heavily soiled components in a designated detergent solution for at least 30 minutes to break down residue.

- a. Ensure pieces of equipment with a power source are cleaned by hand and not submerged in water.
8. Scrub all surfaces (including hard-to-reach crevices, grooves, and ports) with soft scrub brushes to remove adhering residue, grease, or oil.
9. Wash, rinse, sanitize, and air dry small equipment plus components:
 - a. Before each use
 - b. Between uses when preparing different types of foods with known allergens and raw animal foods, such as eggs, fish, meat, and poultry
 - c. Between uses, when preparing ready-to-eat foods, known allergens, and raw animal foods, such as eggs, fish, meat, and poultry
 - d. Any time contamination occurs or is suspected
10. Wash, rinse, and sanitize small, portable, removable equipment, tools, and components using the following procedure:
 - a. Wash all components with an appropriate cleaning/soap solution.
 - b. Rinse the components with clean water.
 - c. Sanitize with a sanitizing solution mixed at the concentration specified on the manufacturer's label.
 - d. Place wet items in a manner to allow air drying.
11. If a 3-compartment sink is used, set up and use the sink in the following manner:
 - a. In the first compartment, wash with an appropriate cleaning/soap solution at or above 110°F or at the temperature specified by the detergent manufacturer.
 - b. In the second compartment, rinse with clean water.
 - c. In the third compartment, sanitize with a sanitizing solution at the concentration specified on the manufacturer's label, or by immersing in hot water at or above 171°F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

12. If a dish machine is used:
 - a. Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - b. Follow the manufacturer's instructions for use.
 - c. Ensure that food contact surfaces reach a surface temperature of 160°F or above if using hot water to sanitize.
13. When not in use, store items in a clean, designated area.

MONITORING:

During all hours of operation, Food Service Staff will:

- Visually and physically inspect small equipment and its components to ensure they are clean.

CORRECTIVE ACTION:

- Retrain any Food Service Staff found not following the procedures in this SOP.

VERIFICATION AND RECORD KEEPING:

Food Service Staff will record monitoring activities and any corrective action taken on the Cleaning and Sanitizing Log. The Kitchen Lead will verify that food service employees have followed this SOP by visually monitoring food service employees during the shift and by reviewing, initialing, and dating the Cleaning and Sanitizing Log. The log will be kept on file for at least 3 years.

The Kitchen Lead will complete the Food Safety Checklist daily. The Food Safety Checklist must be kept on file for a minimum of three years.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____