



**RELEVANT HACCP CHARTS:** Purchase, Storage, Preparation, Cooling, Service

## CLEANING HOUSE RULES

### What is the difference between Cleaning and Disinfection?

Cleaning is the process of physical removal of food debris, visible dirt and food particles from surfaces, equipment and fittings using hot water and detergent. Cleaning on its own will not remove all bacteria.

Disinfection is the process of killing bacteria and viruses following general cleaning. Any disinfectant used must be applied to a **visibly clean surface** and be of the following standard: **BS EN 1276 or BS EN 13697**.

Note: Check the label of your existing products to see if they meet the **BS EN** standard. You may wish to contact your enforcement officer for a list of companies in your area that supply suitable cleaning and disinfection products.

### Why do we need to Clean and Disinfect?

Cleaning and disinfection are vitally important for a number of reasons:

- To prevent food poisoning – proper cleaning and disinfection will facilitate the removal of harmful bacteria from surfaces and equipment and will help to reduce the risk of cross contamination
- To remove physical materials which may contaminate food or attract pests.

### What needs to be Cleaned and Disinfected?

All equipment and areas within food premises require to be kept clean. However, **you** must decide when disinfection is necessary. Cook**Safe** provides guidance on how to control cross contamination within your business by means of disinfection. The application of this guidance will also enable you to maintain adequate general hygiene. **Please note** disinfection will always be necessary as part of your cross contamination controls.

You should also clean and disinfect sinks, washbasins, taps and any other items that are liable to come in contact with food either directly or indirectly.

Equipment and surfaces which come into contact with raw foods should be disinfected, for example, chopping boards, utensils, food storage containers and pots.

Items that come into contact with food indirectly by hand contact should be disinfected as necessary, for example, light switches, taps, fridge door handles, sinks and wash hand basins.

Identify all food areas and equipment used in your business and list them in your **Cleaning Schedule**. **An example of a Cleaning Schedule is provided later in this sub-section.**

Food waste containers, refuse waste bins and all waste storage areas should also be cleaned as appropriate.

## SEPARATION OF EQUIPMENT DURING CLEANING AND DISINFECTION

**Dishwasher**

Equipment and utensils used only for raw food and those used only for ready-to-eat food can be cleaned and disinfected together in a dishwasher, where there is evidence that the dishwasher can achieve an appropriate level of heat disinfection. The dishwasher must be used and maintained in accordance with manufacturer's instructions.

**Twin sink**

Equipment and utensils used for only raw food must be cleaned and disinfected separately from equipment and utensils used for only ready-to-eat food when using a twin sink.

## CLEANING AND DISINFECTION KEY POINTS

**Cleaning chemicals:**

Cleaning chemicals should be stored away from the food preparation areas and should not contaminate food.

**Cleaning materials and equipment:**

- **Separate materials and equipment** must be used for cleaning and disinfecting raw food handling areas, from cleaning materials and equipment used in the rest of the kitchen.
- **Colour Coding** of cleaning materials is recommended as this provides visual confirmation of effective cross-contamination controls.
- **Dishcloths** must be kept clean and should be laundered at a suitably high temperature.
- **Single-use cloths** provide a reliable way of ensuring cleaning and disinfection does not present cross contamination risks and can be used on hand contact surfaces such as light switches, door handles and telephones to prevent spread of contamination.

Cloths, scouring pads and sponges which are re-used for on-going cleaning, must not become a source of contamination. It is recommended that cloths are stored in a disinfectant solution between uses and rinsed under hot water after each use before being returned to the disinfectant. To ensure the disinfectant remains effective at all times, the solution strength must be used in accordance with the manufacturer's instructions. Please remember that frequent use and heavy soiling will require more frequent changes of the solution.

### What methods should be used to Clean and Disinfect?

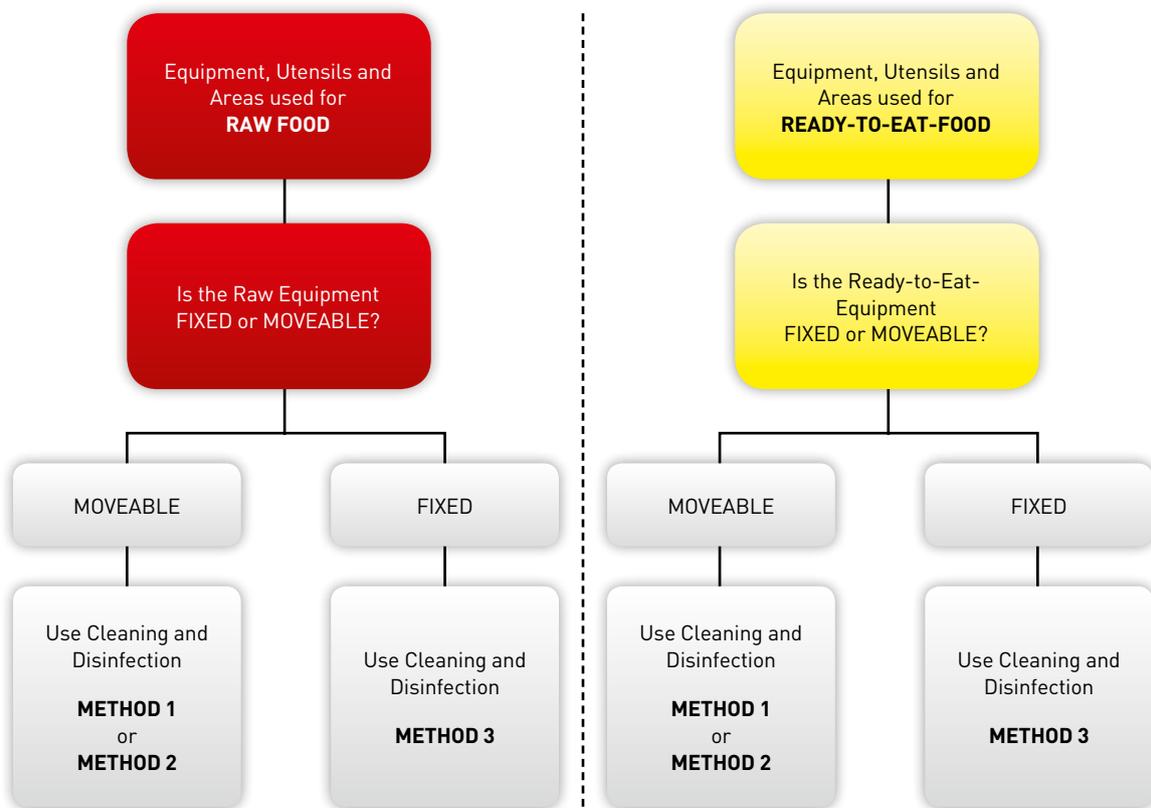
The 3 main methods for cleaning and disinfection are: Dishwasher, Twin Sink and Clean and Disinfect in Place and are described in the table below.

Method Type	Procedure	Additional Notes
<p><b>Method 1 – Dishwasher</b> <b>HEAT</b></p> 	<p>A dishwasher must be used and maintained in accordance with manufacturer's instructions.</p>	<p>This is the <b>only acceptable</b> method for cleaning and disinfecting equipment and utensils used for only raw food and equipment and utensils used for only ready-to-eat foods <b>together</b>.</p> <p><b>Note 1:</b> There must be evidence that the dishwasher is capable of providing adequate heat disinfection.</p>
<p><b>Method 2 – Twin Sink</b> <b>CHEMICAL</b></p> 	<ul style="list-style-type: none"> <li>• <b>Pre clean</b> – remove leftover food and residues</li> <li>• <b>Main clean</b> – wash in the sink with clean hot water and the correct amount of detergent</li> <li>• <b>Rinse</b> – if required</li> <li>• <b>Disinfect</b> in the sink with clean water and an appropriate food safe disinfectant, for the required contact time</li> <li>• <b>Second Rinse</b> (if required) in the sink with clean hot water</li> <li>• <b>Dry</b> – ideally air dry or use single-use drying cloths.</li> </ul>	<p>When using twin sinks, all equipment and utensils used for ready-to-eat foods must be washed separately from those used for raw foods.</p> <p><b>Note 2:</b> Check the label of the product for dilution, contact time and to see if a rinse step is required.</p> <p><b>Note 3:</b> The sink must always be disinfected after use with raw food equipment and utensils and/or before being used for any other purpose.</p>
<p><b>Method 3 Clean and Disinfect in Place</b> <b>CHEMICAL</b></p> 	<ul style="list-style-type: none"> <li>• <b>Pre-clean</b> – remove loose debris</li> <li>• <b>Main Clean</b> – clean the surface using hot water and the correct amount of detergent</li> <li>• <b>Disinfect</b> – treat with a food safe disinfectant spray</li> <li>• <b>Dry</b> – ideally, air dry.</li> </ul>	<p>This method is usually used on work surfaces, wash hand basins, taps and door handles, where equipment and surfaces cannot be sink washed.</p> <p>It also requires careful choice of disinfectant, usually in a spray form with residual disinfection properties.</p> <p><b>Note 4:</b> Check the label of the product for dilution, contact time and to see if a rinse step is required.</p>

**How do I decide the method I should use to Clean and Disinfect?**

A diagram has been provided below to help you to decide what and how to clean and disinfect in your food business.

**IMPORTANT** Before cleaning and disinfecting equipment, utensils and areas, you must consider their use. In other words, are they used for raw food or for ready-to-eat food at any time?



**Note:** Equipment and utensils used for raw foods must be cleaned and disinfected **separately** from those used for ready-to-eat food. The only exception to this is where a dishwasher is used (as described in the table on the preceding page).

The terms *detergent* and *disinfectant* are defined as:

**Detergent:** a cleaning substance (which does not have disinfectant properties) made from chemical compounds and used for general cleaning.

**Disinfectant:** a substance capable of destroying harmful bacteria, when applied to a visibly clean surface, at a specified concentration and contact time. Note: any disinfectant used as a control against cross contamination must be of the BS EN 1276 or BS EN 13697 standard.

## WHAT YOU NEED TO DO NOW

A Cleaning Schedule lists the items of equipment in use within the business and the frequency and method of cleaning and disinfection required. Cleaning Schedules are usually written in the form of a table. Using the information in this sub-section for guidance and any other information you currently have, develop a Cleaning Schedule to reflect how you manage the Cleaning in your business.

**Here is an example of how you could write a Cleaning Schedule.**

Items, areas to be cleaned and examples	Frequency of Cleaning	Method of Cleaning	Chemical, Dilution and Contact Time
Moveable equipment, utensils that come into contact with food, e.g. all chopping boards, tongs/ spatulas serving spoons, trays, containers	<i>After each use</i>	<i>Method 1 Dishwasher ONLY</i>	<i>Heat disinfection - dishwasher used and maintained as per manufacturer's instructions</i>
Non-food contact items/ equipment, e.g. work surfaces, wash hand basin, taps, door handles	<i>As and when required</i>	<i>Method 3 Clean and Disinfect in Place</i>	<ul style="list-style-type: none"> <li>- <i>Pre-clean - remove loose debris</i></li> <li>- <i>Main Clean - clean the surface using hot water and xxxx detergent dilution of 1:xx,- Note: rinse not required in this example,</i></li> <li>- <i>Disinfect with the premixed food safe disinfectant spray xxxx of BS EN 1276 standard- Note: rinse not required in this example</i></li> <li>- <i>Air Dry</i></li> </ul>

**Please note** It is essential that the correct dilution of chemicals is used for the recommended contact time. Always refer to the manufacturer's instructions

### Monitoring and Corrective Action

You must ensure that Cleaning House Rules are implemented at all times. If a breakdown in controls is detected and a potential risk of cross contamination exists, it must be considered a serious incident and your corrective action would be to dispose of the food; clean and disinfect the surfaces and equipment; retrain staff; record the problem and action taken to ensure it is not repeated in the **Weekly Record and Training House Rules**.

All records of monitoring and the corrective action taken should be kept for an appropriate period of time, to demonstrate that your system is working effectively.

### Training

It is critical that all relevant staff are trained and verified as competent in your cleaning procedures that form part of your Cleaning House Rules. This includes training on the correct disinfection techniques including correct dilution and application of chemicals, before working unsupervised. This training should be recorded in your **Training House Rules**.

### Action Plan

Once you have completed all your House Rules, remember to update the Action Plan.

**The Cleaning Schedule is an essential component of your HACCP based system and must be kept up to date at all times. Your Cleaning Schedule needs to be written to reflect how you manage the cleaning in your business and be readily understood by all of your food handling employees.**

**CLEANING SCHEDULE**

Start Date: .....

Items, areas to be cleaned and examples	Frequency of Cleaning	Method of Cleaning	Chemical, Dilution and Contact Time
<p><b>Moveable equipment, utensils:</b></p> <ul style="list-style-type: none"> <li>• all chopping boards,</li> <li>• tongs/ spatulas</li> <li>• serving spoons</li> <li>• trays</li> <li>• containers</li> </ul>			
<p><b>Non-food contact items/ equipment</b></p> <ul style="list-style-type: none"> <li>• work surfaces</li> <li>• wash hand basin</li> <li>• taps</li> <li>• door handles</li> </ul>			
Refrigerator/chill and Freezer			
Oven and microwave oven			
Dry storage area			
Floors			
Extraction Fans			
Food waste containers and refuse waste bins/area			
Cloths and work clothes			