

Standard Operating Procedures for

Facility Name: _____

Cleaning and Sanitizing

Why:	Remove bacteria or viruses that may cause foodborne illness from food contact surfaces.																	
Who:	Food workers.																	
When:	When utensils, equipment or other food contact surfaces are used.																	
Where:	In food preparation areas.																	
How:	<ul style="list-style-type: none"> ○ Clean and sanitize utensils and equipment: <ul style="list-style-type: none"> <input type="checkbox"/> after each use. <input type="checkbox"/> every 4 hours if used to prepare Potentially Hazardous Foods (PHF) on a continuous basis. ○ Clean and sanitize utensils and equipment between preparing raw and ready to eat foods. 																	
	<p>List your methods for sanitizing:</p> <p>Dishwashing <input type="checkbox"/> Mechanical <input type="checkbox"/> Manual</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Sanitizer</th> <th style="width: 33%;">Concentration</th> <th style="width: 33%;">Water Temp</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Wiping Cloths</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Sanitizer</th> <th style="width: 33%;">Concentration</th> <th style="width: 33%;">Water Temp</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><input type="checkbox"/> _____</p>	Sanitizer	Concentration	Water Temp							Sanitizer	Concentration	Water Temp					
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Optional Records	<input type="checkbox"/> Cleaning and Sanitizing Schedule <input type="checkbox"/> _____																	
Correction:	<input type="checkbox"/> Review records <input type="checkbox"/> Re-clean/sanitize. <input type="checkbox"/> _____																	
PIC Verification:	<ul style="list-style-type: none"> ○ Verify that food contact surfaces are clean and sanitized. ○ Observe employee cleaning and sanitizing practices. ○ Check that dishwashing equipment is properly operated and maintained. ○ Use proper test kit or strips to verify sanitizer concentration or temperature. 																	

Prepared or revised by: _____ Date: _____