

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

H4

Subject: **SANITIZING EQUIPMENT, UTENSILS AND FACILITIES**

PURPOSE: To prevent foodborne illness by ensuring that all items held in a food facility are protected from contamination. All equipment and other surfaces that could contact meat or ingredients shall be cleaned and sanitized.

SCOPE: This procedure applies to anyone who handles, prepares, and serves food.

KEY WORDS: Cross-Contamination, Sanitation, Foodborne Illness.

INSTRUCTIONS

1. Train food service employees on using the procedures in this standard operating procedure (SOP).
2. Clean and sanitize sinks and work surfaces that will be used for sanitizing small wares.
3. Scrape and rinse food into garbage and presoak items.
4. Wash, rinse and sanitize as follows:
 - a. In the first sink, immerse and **wash** the equipment in a clean detergent solution at 110°F. Use a brush or a cloth to loosen and remove any remaining visible soil.
 - b. In the second sink, **rinse** using clean hot water (110°F) to remove all traces of food, debris and detergent.
 - c. In the third sink, **sanitize** by immersing items for 30 seconds in the chemical sanitizing solution. Contact time varies with the type and strength of chemical solution used. (For chemical sanitizing, use a test strip.) Be sure all surfaces of the equipment are covered with hot water (110°F) or the sanitizing solution.
 - d. While washing, rinsing and sanitizing: If soap suds disappear in the first compartment or remain in the second, the water temperature cools or water in any compartment becomes dirty and cloudy, empty the compartment and refill it.
 - e. Air dry: wiping can re-contaminate equipment and can remove the sanitizing solution from the surfaces before it has finished working.
 - f. Store: make certain all equipment is dry before putting it into storage to avoid retaining moisture that fosters bacterial growth.
5. Clean and sanitize large equipment as follows:

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- a. Unplug electrically powered equipment, such as meat slicers.
 - b. Remove fallen food particles and scraps.
 - c. Wash, rinse and sanitize any removable parts using the manual immersion method.
 - d. Wash the remaining food-contact surfaces and rinse with clean water. Wipe down with a chemical sanitizing solution mixed according to the manufacturer's directions.
 - e. Clean surfaces that do not come in contact with food using a clean wiping cloth. Allow all parts to air dry before reassembling. Clean the wiping cloth before and during use by rinsing it in sanitizing solution.
 - f. Re-sanitize the external food contact surfaces of the parts that were handled when the equipment was reassembled.
 - g. Refer to [Food and Nutrition Procedure F-6](#) for more detailed information regarding equipment maintenance.
6. Clean and sanitize food/nonfood-contact surfaces as follows:
- a. Food-contact surfaces of equipment, exclusive of cooking surfaces of equipment shall be thoroughly cleaned and sanitized after each use.
 - b. Food-contact surfaces of grills and similar cooking devices and the cavities and door seals of microwave ovens shall be cleaned at least once a day.
 - c. All food-contact surfaces of all cooking equipment shall be kept free of encrusted grease deposits and other accumulated soil.
 - d. Nonfood-contact surfaces of equipment shall be cleaned at such intervals as necessary to keep them free of dust, dirt and food particles.
 - e. Cloths used for wiping food spills on counters, shelves and equipment in the food service area shall be kept clean and rinsed in a sanitizing solution and used for no other purpose.

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- f. If multiuse disposable towels are used in place of wiping cloths or sponges, the towels shall be discarded on a daily basis.
7. Clean hood as follows:
- a. The hoods and all of the components of the hoods are cleaned on a yearly basis or as needed by a contracted vendor through the coordination of the Department of Food and Nutrition. A site may request additional cleanings due to higher volume through the designated administrator at the Department of Food and Nutrition.
 - b. The food service manager/satellite assistant may request additional cleanings of the components, e.g. filters, by requesting it from the principal so it can be completed by designated school personnel.
8. Clean kitchen facility as follows:
- a. All parts of the kitchen facility and its premises shall be kept clean, neat and free of litter and rubbish.
 - b. Cleaning operations shall be conducted in such a manner as to minimize contamination of food and food-contact surfaces.
 - c. Only articles necessary for the operation and maintenance of the food service establishment shall be stored in worktable drawers and on the premises.
 - d. Laundry facilities in a food service establishment shall be restricted to the washing and drying cloths necessary for the food service operation.
 - e. Locker areas shall be kept clean and orderly.
 - f. All walls and ceilings including doors, windows, screens, and similar closures shall be kept clean and in good repair.
 - g. All floors shall be kept clean and in good repair.
 - h. Toilet facilities shall be kept clean, in good repair and free from objectionable odors. Toilet room fixtures, walls and floors must be cleaned daily with an approved germicidal cleaner.

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- i. The use of anti-slip floor materials is permitted in areas where necessary for safety reasons as long as they are kept clean and free of debris.
 - j. Maintenance and cleaning tools such as brooms, mops and similar equipment shall be maintained and stored in a way that does not contaminate food or utensils.
 - k. Food service staff is responsible for cleaning from the receiving area to the serving lines. This includes the kitchen, serving lines and food storage areas.
 - l. School site custodial staff is responsible for cleaning the dumpster areas and the dining rooms including dining room tables. Schools with lunchroom aides may be responsible for keeping dining room tables clean during meal service. Reference [Food and Nutrition Procedure J-1](#).
9. Department of Health must conduct two inspections at each serving site annually.

MONITORING

The food service manager/satellite assistant will visually observe the cleaning practices of the food service staff daily.

CORRECTIVE ACTION

- 1. During operation any food service employee found not following the procedures in this SOP will be corrected immediately.
- 2. Retrain any food service employee found not following the procedures in this SOP.
- 3. Corrective actions regarding Department of Health Inspections are taken.

VERIFICATION AND RECORD KEEPING

The food service manager/satellite assistant will complete the [HACCP Food Safety Checklist](#) weekly to indicate that monitoring is being conducted as specified. The food service supervisor will review the [HACCP Food Safety Checklist](#) to verify that monitoring is being conducted. The [HACCP Food Safety Checklist](#) and copies of the health inspections are to be kept on file for a minimum of five (5) years.

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For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees

Refer Questions to: Department of Food and Nutrition

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