This policy and procedure template is not guidance nor legal advice provided by the Nutrition and Aging Resource Center or the Administration for Community Living.

<Name of Agency>

Nutrition Services
Cleaning and Sanitation
Policies and Procedures

< Additional agency information>

<Date created/last updated>

<Agency disclaimer, if applicable>

At all times, sites shall be thoroughly cleaned and sanitized to protect against potential contamination including spoilage, unacceptable microbial growth, dust, rodents, insects, unclean equipment or utensils, unnecessary handling, coughs, sneezes, hair, flooding, drainage, overhead leakage, dripping from condensation, chemicals, and other sources of contamination.

# Floors, Walls, and Larger Equipment

* 1. Floors, walls, and large equipment shall be cleaned daily and thoroughly cleaned annually, at a minimum, or more often as needed.
	2. Work surfaces shall be cleaned and sanitized after each use or following any interruption of operation during which contamination may have occurred.
		1. Scrape or remove food bits from surface.
		2. Wash the surface.
		3. Rinse the surface.
		4. Sanitize the surface.
		5. Allow to air dry.
	3. Wiping cloths shall be clean, rinsed frequently in an approved sanitizing solution, and shall only be used to wipe food spills and dining tables.
		1. Store wet wiping cloths used for wiping counters and other equipment surfaces in a sanitizer solution between uses.
		2. Replace cloths when soiled; check sanitizer strength regularly and replace as needed.
		3. Launder cleaning cloths daily.
	4. All food contact surfaces shall be cleaned between working with raw foods and ready-to-eat foods, between each use with raw animal food, between working with raw fruits and vegetables and potentially hazardous foods, or at least every four hours during food preparation.
	5. All equipment shall be cleaned and sanitized after each use or following any interruption of operation during which contamination may have occurred.
	6. Floors shall be scrubbed daily.
	7. Splashes on walls or ceilings shall be cleaned as soon as possible.
	8. Refrigerators shall be cleaned weekly.

# Table and Glassware, Utensils, and Small Equipment

* 1. All table and glassware, utensils, and equipment shall preferably be washed with the three-sink method (see C, below) or dishwasher (see D, below) based on available facility equipment.
		1. High-temperature dishwashers can be used, daily documentation of wash and rinse cycles is needed.
	2. The three-compartment sink shall be large enough to permit the accommodation of equipment, dishes, and utensils.

# Three-Sink Sanitizing Method

* 1. Clean and sanitize the sinks. Set up wash and sanitizing sinks. To create the sanitizing solution: 5 tablespoons (1/3 cup) of bleach per gallon of room temperature water or 4 teaspoons of bleach per quart of room temperature (not less than 75° F water.
	2. Scrape/pre-soak items to remove food particles that may deactivate the detergent.
	3. Wash in the first sink using a clean detergent at 110°F. Replace wash sink water and detergent if soil buildup occurs or water cools.
	4. Rinse in the second sink using clear, potable water at 120°F.
	5. Sanitize in the third sink by placing items in a chemical sanitizing solution containing bleach at a minimum of 75°F. Replace sanitizing sink water and sanitizer if soil or detergent suds accumulate.
		1. Use a test kit or other device that accurately measures sanitizing solution.
		2. The concentration for a chlorine sanitizing solution is 50-200 ppm.
	6. Air dry items. Do NOT wipe dry.

# Dishwasher Sanitizing Method

* 1. Keep the machine clean. Clean and sanitize daily before closing down and before using the machine.
	2. Prepare items for cleaning by scraping food particles from dishes and rinsing and wiping down to remove dried food.
	3. Load dishes into racks so water will reach each item on the rack. Never overload the racks.
	4. Air dry items, never use a towel to dry items.
	5. Check the water temperature, pressure, and sanitizer levels. Document temperatures daily.
		1. Wash temperature should reach 150 degrees F.
		2. Rinse temperatures should reach 180 degrees F.

# Chemical Storage

* 1. All chemicals and toxic materials shall be stored separately from each other, in a place used for no other purpose, and away from all food or food-contact equipment.
	2. Chemicals (detergents and sanitizers) and other toxic materials shall be kept in their original containers and distinctly labeled for easy identification.
	3. Pesticides shall not be stored in food production, storage, receiving, or service areas.
	4. Maintenance and cleaning tools (mops, brooms, vacuums, and mop buckets) shall be cleaned and stored separately from food and food-contact equipment storage.