

# Clean Kitchen Premises and Equipment

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## Commercial Kitchen Work Environment

### Variations in commercial kitchen environments

Kitchens in a commercial setting can come in various forms. These include:-

- \* The traditional commercial kitchen found in restaurants, cafes, pubs, clubs, hotels and catering organisations, such as function centres.
- \* Temporary or permanent kitchen, such as those found at food trade shows.
- \* Food preparation areas, e.g. sandwich preparation for airline catering.

### Hygiene and cross-contamination issues

Hygiene and cross-contamination issues may include:-

- \* Poor personal and environmental hygiene practices, e.g. poor personal grooming and failure to clean the kitchen environment regularly.
- \* Poor food handling practices which can cause cross-contamination, e.g. not washing hands and working while sick.
- \* A lack of correct food storage and stock rotation practices, e.g. not following storage principles and not storing items at the correct temperature.

### Importance of cleaning services

Cleaning the kitchen environment is just as important as the care taken when preparing and serving food to customers. A clean kitchen prevents cross-contamination, reduces the risk of food-borne illnesses and is a vital part of providing quality products and services.

### Industry and workplace standards for the presentation of kitchen premises

Cleaning and sanitising a commercial kitchen premises must be completed to industry standards to comply with legislation and regulations set down by governments and to prevent the spread of food born illnesses. Presenting kitchen premises to industry and workplace standards involves:-

- \* Following cleaning schedules on a daily basis.
- \* Choosing the correct cleaning agents for designated tasks.
- \* Removing any contaminated linen.
- \* Completing cleaning tasks within commercial time constraints.

## Cleaning Regimes

### Importance and purposes of cleaning regimes

Cleaning regimes are an important part of the food preparation process and are designed to ensure high levels of environmental hygiene and to prevent food-borne illnesses. Effective cleaning practices and regular cleaning regimes also extend the life of equipment and surfaces and help to ensure customer satisfaction.

### Cleaning of premises and equipment as part of food safety

Regular cleaning and following cleaning regimes is an essential part of any food safety program. A food safety program is only successful if the basic requirements of cleaning and sanitising are met. By following a cleaning regime, an establishment is creating an excellent foundation for any food safety program they have implemented.

In a food safety program, such as HACCP, controlling cross-, pest and vermin contamination and limiting the growth of food poisoning bacteria through cleaning is a critical point in the process. By using cleaning regimes as a critical point in food preparation, the worker is reducing the possible risk of food-borne illnesses.

### Time and task management in cleaning regimes

Time and task management in terms of cleaning can be organised into the 3 simple steps outlined below.

1. Planning and Organising - Includes having written cleaning schedules, well organised stock, supplies and sign-off books, and regular staff meetings to disseminate information.
2. Efficiently sequencing stages of cleaning kitchen premises and equipment - Staff should be fully aware of when kitchen surfaces should be cleaned during the food preparation process and also know how to clean equipment according to the manufacturers' instructions.
3. Cleaning within commercially realistic timeframes - Commercial kitchens are busy places and therefore cleaning should take place before and after service periods and be conducted in a thorough, well-organised and timely manner.

## Cleaning schedules

A cleaning schedule state what has to be cleaned, how is to to be cleaned, who will clean it and the equipment required. It also acts as a cleaning roster so that all areas are cleaned.

### Frequency, timing and tasks to be completed

Cleaning schedules should be regular and well planned. They must be relevant to the service period, but also need to include larger tasks that may not to be completed daily. Cleaning schedules should occur daily, weekly, monthly and during stocktake. The timing of the cleaning is essential and should occur during the service period, at the end of the service period, and at the end of each shift. A checklist of tasks to be completed should be clearly visible and staff should be provided with an area on the list to sign off each completed task.

Examples of cleaning tasks to the completed include:-

- \* Cleaning and sanitising work areas.
- \* Cleaning and sanitising equipment and utensils.
- \* Cleaning of floors, windows, toilet facilities, garbage receptacles and storage areas.
- \* Cleaning fixed items such as extractor fans.

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## Kitchen Premises and Equipment

### Areas in the cleaning regime

All areas of a commercial premises and the equipment in it should be cleaned on a regular basis. Items should be regularly cleaned are outlined below.

### Utensils and equipment

Utensils should be cleaned as they are used and stored in appropriate drawers, containers or cupboards until they are needed again. Utensils should always be cleaned in hot, soapy water that is above 75 degrees Celsius.

All equipment should be cleaned on a regular basis and according to manufacturers' instructions. Small equipment such as food processors, mixers and hand beaters must be cleaned as they are used. Large equipment may be dismantled and cleaned, according to manufacturers' instructions. Some large items may only need sections cleaned after use, with other areas simply wiped down. Fixed equipment should be cleaned according to manufacturers' instructions where appropriate.

Appropriate PPE should always be used when cleaning equipment. This may include gloves, face masks, goggles and aprons.

### Serviceware and linen

Serviceware should be washed thoroughly after use. Some establishments will hand wash cutlery, then sanitise it in a dishwasher, or use a dishwasher for the whole process. Once clean, serviceware should be polished and stored appropriately.

Any dirty or contaminated linen should be removed from service and cleaned. Bed linen, towels and other items used in the hospitality industry should be regularly laundered and returned to service. Most establishments hire a laundry service to complete this, though some large hotels have in-house laundries. Contaminated lined should be handled using glove, bagged in hazardous waste bags and removed from surface.

### Premises

At the end of each service period, the premises should be cleaned and prepared for the next period. This includes sweeping, crumbing down tables, changing linen, polishing cutlery and cleaning and sanitising surfaces. At the end of the workday, premises should be cleaned thoroughly in both the dining room and kitchen areas. All surfaces should be cleaned, santed and disinfected, and floors, entryways and other public areas should be vacuumed, mopped, swept and re-set for the next day. Always refer to the cleaning schedule to ensure any irregular cleaning tasks are also completed.

Areas of the premises that must be cleaned include:-

- \* Surfaces - Floors, walls, windows and shelves.
- \* Food preparation areas - Benches and work area/surfaces.
- \* Fittings and appliances - Stove, oven, microwave, dishwasher and extraction fan.
- \* Storage areas - Food storage areas (cupboards, freezer, fridge/cool room, storeroom) and garbage/waste area.

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## Clean and Sanitise

### Difference between cleaning, sanitising and disinfecting

- \* Cleaning: Remove dirt, debris, oil and grease from food service and preparation areas.
- \* Sanitising: Reduce the amount of microorganisms on surfaces, equipment and utensils.
- \* Disinfecting: Kill bacteria on surfaces, equipment and utensils.

### Safe and hygienic work practices

It is important to be both safe and hygienic when doing any cleaning. Using the appropriate PPE while working with chemicals, regularly changing water in cleaning buckets, washing hands regularly and taking care when handling contaminated linens or other items are all essential.

A wide variety of equipment is used for cleaning in the hospitality industry, ranging from simple items to more complex equipment. It is important when using cleaning items to follow the manufacturers' instructions and be trained in how to use them correctly.

### Cleaning and sanitising agents

A variety of cleaning and sanitising agents are used for cleaning premises in the hospitality industry. These include:-

- \* All-purpose surface cleaners.
- \* Bleach.
- \* Cream cleansers.
- \* Degreasers.
- \* Detergents.
- \* Disinfectants.
- \* Glass cleaners.
- \* Pesticides.
- \* Polishes.
- \* Abrasive cleaners.

### Safety precautions and use

It is important when using cleaning and sanitising agents to read the instructions on the label and become familiar with the product information on the safety data sheet (SDS) and any related workplace policies. A worker should never use a chemical product without using the proper PPE.

### Safe work practices for the use and storage of hazardous substances

Safe work practices related to the use and storage of hazardous substances include:-

- \* Always following workplace policies and procedures when using chemicals.
- \* Following manufacturers' instructions for use, dosage and dilution.
- \* Always using the appropriate PPE when using chemicals.
- \* Using in a well-ventilated area.
- \* Knowledge of the procedures relating to safe disposal.
- \* Immediately wiping up drips and spills.

### Dealing with chemical-related accidents

Proper first aid should always be administered when a chemical-related accident occurs. If an accident does occur, contact the first-aid officer if the establishment has one. When a major chemical accident or spill occurs, it is recommended that workers:-

- \* Send for help via a manager or supervisor and contact emergency services and the first-aid officer.
- \* Ensure the area is well ventilated, if it is safe to enter.
- \* Turn off the gas if the chemical is flammable.
- \* Evacuate the premises if needed.
- \* Conduct first aid on any workers affected, following DRSABCD.

Some potential chemical-related accidents and their treatment are outlined on the next page (page 7).

Accident	First-aid procedures
Chemicals absorbed through the skin	<ul style="list-style-type: none"> <li>* Remove any clothing contaminated with chemicals.</li> <li>* Run the affected area under cold water.</li> <li>* Wash with soap and water.</li> <li>* Consult SDS of specific first aid, or contact the poisons information centre.</li> </ul>
Chemical burns	<ul style="list-style-type: none"> <li>* Remove any clothing contaminated with chemicals.</li> <li>* Irrigate the wound with flowing water until the pain subsides.</li> <li>* Seek medical attention and call emergency services if the pain doesn't subside.</li> </ul>
Chemicals ingested	<ul style="list-style-type: none"> <li>* Treatment for ingested chemicals will be different according to the chemical.</li> <li>* Consult the SDS for first-aid advice and call the poisons information centre.</li> <li>* Call emergency services.</li> </ul>
Inhaled chemical fumes	<ul style="list-style-type: none"> <li>* If possible, move the patient to an area with fresh air.</li> <li>* If the patient can't be moved, loosen clothing and provide fresh air.</li> <li>* Call emergency services and the poisons information centre.</li> <li>* If the patient isn't breathing, administer the DRSABCD action plan, which includes removing danger, the use of CPR if the casualty isn't breathing and the application of a portable defibrillator if accessible.</li> </ul>
Chemical splashes in the eye	<ul style="list-style-type: none"> <li>* Flush out eye with cool running water; continue this for 30 minutes.</li> <li>* Contact emergency services and the poisons information centre.</li> </ul>

### Cleaning, sanitising and disinfecting methods and techniques

This is mentioned below.

#### Utensils and equipment

Utensils should be scraped of remnants and rinsed under warm running water. All utensils should be washed in hot, soapy water and rinsed with hot, fresh water, preferable above 75 degrees Celsius. Utensils should then be air dried to avoid cross-contamination.

Always following manufacturers' instructions when cleaning equipment. Equipment that is to be hand washed should be disassembled and scraped of food remnants and rinsed under warm running water. Wash according to manufacturers' instructions, rinse and air dry. It is important to always store equipment approximately after cleaning.

#### Serviceware and linen

For information, refer to page 4.

#### Premises

For information, refer to page 4.

### Pest control

The most common pests found in a commercial kitchen are flies, cockroaches, rats and mice. There are some simple things workers can do to reduce contamination by these pests, including:-

- \* Installing fly screens on windows and doors where practicable and ensuring that doors that don't have screens on them are closed as much as possible.
- \* Cleaning on a regular basis to reduce the amount of debris on floors, shelves and in storage areas, which in turn reduces the food sources for pests and vermin.
- \* Setting baits and traps for cockroaches, mice and rats.
- \* Employing regular pest control services to spray the kitchen for pests.
- \* Not leaving any food out overnight and throwing any packaging away.
- \* Regularly emptying and cleaning garbage bins.
- \* Disposing of foods that have damaged packaging.

### Recording and reporting

Always report signs of pest infestation to a supervisor and record any damage or losses. Kitchen premises should be regularly inspected for broken tiles, damaged benches and holes in walls. Any damage should be repaired to prevent the entry of pests.

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## Environmentally Sustainable Work Practices When Cleaning

### Environment impact strategies and use of resources

Traditional cleaning chemicals can be harsh on the environment and contribute to the pollution of waterways and soils. Hospitality establishments can improve their environmental sustainability by purchasing environmentally friendly cleaning products where possible and implementing environmentally sustainable work practices, including recycling, re-using, reducing waste and using energy, water and resources responsibly.

Some ways in which the hospitality industry can efficiently use valuable resources are outlined on page 9.

<b>Efficient use of resources</b>	
Chemicals	<ul style="list-style-type: none"> <li>* Use biodegradable products where possible.</li> <li>* Re-use atomiser sprays and bottles by buying chemicals in bulk and decanting when necessary.</li> <li>* Only make up sanitiser when necessary to avoid excess water use.</li> </ul>
Energy usage	<ul style="list-style-type: none"> <li>* When choosing electrical equipment, take into consideration the energy rating of the piece of equipment.</li> <li>* Use bagless vacuum cleaners.</li> </ul>
Water usage	<ul style="list-style-type: none"> <li>* When cleaning, don't leaves taps running.</li> <li>* Use biodegradable cleaning products to limited damage to waterways.</li> <li>* Choose laundry equipment that has high water-saving ratings.</li> <li>* Encourage guest to re-use towels to cut down on the number of loads of washing per days.</li> </ul>
Reducing waste	<ul style="list-style-type: none"> <li>* Reduce the number of paper towels used. If this isn't possible, choose recycled varieties.</li> <li>* Recycle in the kitchen as much as possible, including paper and plastics.</li> <li>* Use cloths that can be used and re-used.</li> <li>* If using single use paper towels, choose products made from recycled paper and dispose of by recycling if possible.</li> <li>* Purchased mops with washable rather than disposable mop heads.</li> </ul>

### Responsible products, practices and procedures

There are many products available to the hospitality industry that are environmentally safe. These 'green' products include dishwashing liquids and dishwasher powders, degreasers, laundry powders and bath and tile cleaners. A wide variety of companies provide these products and they can be easily found by a search on the Internet.

An establishment must also have in place procedures to manage kitchen waste. Examples are outlined below.

### Storing re-useable by-products

By-products can include food items, which should be stored in appropriate containers and at the correct temperature. Oils from deep-fryers can be re-used, especially in country fryers. Counter fryers should be cleaned regularly and if oil is suitable for re-use, it should be correctly stored in suitable containers. Re-usable by-products should always be stored in suitable containers and in the appropriate area of the kitchen.

### Storing recyclables

Kitchens and bar areas should have separate receptacles for recycling to make them easier to dispose of correctly. All items to be recycled should be rinsed clean where applicable. Office areas should also recycle paper where possible with the exception of confidential information which should be shredded before being recycled.

### *Food and general waste*

Organic waste can be composted or placed in a worm farm. When composting, it is important to know what items can go into compost and where it can be disposed of or used later. Over-ordering also leads to food waste. Establishments should ensure they are using appropriate stock rotation practices and requisition systems to keep an accurate check on stock. They should monitor the amount of food waste and the ordering of perishable foods.

All general waste should be regularly disposed of in appropriate garbage receptacles. It is important that general waste is disposed of during service periods.

### *Damaged serviceware*

Broken crockery and glassware should be wrapped up and disposed of in a plastic bag. It is important to take broken crockery and glassware to outside bins to prevent any injury to staff.

### *Hazardous substances*

Spilt chemicals should be cleaned up according to the information on the SDS and the spill reported to a supervisor. When cleaning up hazardous substances, it is important to wear the correct PPE. Medical attention should be sought for any worker who has been exposed to hazardous substances. Chemicals should never be disposed down sinks or into waterways. Instead, refer to the SDS for the correct disposal method.