

4. HOUSE RULES CLEANING

The House Rules Section contains 9 sub-sections each of which covers a particular subject of food safety management.

Every House Rule sub-section begins with guidance and then provides advice on how to write your own House Rules.

A template is then provided for use when writing the House Rules.

Your House Rules should reflect your current safe working practices on the 9 food safety subject areas covered in this manual.

WHAT YOU NEED TO DO

- Read the guidance provided at the beginning of this sub-section
- Draw up your own Cleaning House Rules in the form of a Cleaning Schedule - an example of one is included at the end of this sub-section
- Once you have completed all your House Rules, remember to update your Action Plan

Think about the cleaning practices that you already have in place. It is possible that you will simply have to write these down to produce your Cleaning House Rules in the form of a Cleaning Schedule.

THE CLEANING HOUSE RULES ARE AN ESSENTIAL COMPONENT OF YOUR HACCP BASED SYSTEM AND MUST BE KEPT UP TO DATE AT ALL TIMES



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

CLEANING HOUSE RULES

Why do we need to clean?

Cleaning of food premises is vitally important for a number of reasons :

- To prevent food poisoning - proper cleaning and disinfection will reduce harmful bacteria to a safe level on equipment and surfaces and will help to reduce the risk of cross contamination
- To remove undesirable physical materials which may contaminate food

What needs to be cleaned and disinfected?

All equipment and areas within food premises require to be kept clean. However, equipment and surfaces which come into contact with food, for example, chopping boards, work surfaces, crockery, utensils, food storage containers, pots and cutlery, also require to be disinfected. 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.

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

All the above areas identified and any other specialist equipment need to be entered on your Cleaning Schedule.

What hazards are associated with the lack of cleaning?

Premises, equipment and utensils, which have not been effectively cleaned and disinfected, may be the site of an unseen build-up of harmful bacteria leading to the contamination of food. Similarly, the lack of effective cleaning may give rise to an accumulation of dirt, liable to cause physical contamination of food or encourage pests.

What methods should be used to clean and disinfect?

A - The twin sink method

Method 1 – Manual Method	Method 2 - Sterilising Sink Method
<ul style="list-style-type: none"> • Remove excess waste • Wash in first sink with hot water and correct amount of bactericidal detergent* • Rinse in a second sink with clean hot water • Use single-use drying cloths or ideally air dry 	<ul style="list-style-type: none"> • Remove excess waste • Wash in first sink with hot water and the correct amount of detergent • Rinse in second sink with clean hot water and correct amount of food safe disinfectant OR rinse for at least 2 minutes in clean water at a minimum temperature of 77°C • Use single-use drying cloths or ideally air dry

* A "bactericidal detergent" is a detergent containing a chemical which is designed to destroy bacteria during the cleaning process. It is not plain washing up liquid nor one described as containing an 'Antibacterial' chemical (refer to the Glossary of other terms in this manual). Take advice from your Enforcement Officer or a reputable supplier on where these products can be sourced.

B - The dishwasher method

Dishwashers should heat water to a sufficiently high temperature and be maintained regularly. Records of your dishwasher maintenance will become part of your HACCP based system documentation.

C - Where equipment and surfaces cannot be sink-washed

- Pre-clean - remove leftover food and residues
- Main Clean - clean the surface using hot water and the correct amount of detergent
- Rinse with clean, hot water
- Disinfect - treat with a food safe disinfectant
- Final Rinse - as required (following the manufacturer's instructions)
- Dry - use single-use drying cloths or ideally air dry

What other measures may be taken when cleaning and disinfecting?

- Cleaning chemicals must be stored away from the food preparation areas or in a way that will prevent contamination of food
- Cleaning chemicals need to be clearly labelled
- It is essential that dishcloths and scouring pads are kept clean so that they do not become a source of contamination. They should be replaced as necessary.

WHAT YOU NEED TO DO NOW

To effectively manage the Cleaning part of your HACCP based system, use the information in this sub-section for guidance, along with any other information you currently have, go to the next page and develop a Cleaning Schedule to reflect how you manage the Cleaning in your business.

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.

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

Items/Areas to be Cleaned	Frequency of Cleaning	Method of Cleaning (including dilution of chemical required)	Monitor and Record signed by	
<i>Food contact equipment Containers, pots and pans, knives and serving utensils</i>	<i>After each use</i>	<i>Remove food debris. Clean with hot water and the correct amount of a bactericidal detergent in first sink and rinse with clean hot water in second sink. Do not immerse knives in the sink.</i>	<i>Mon</i>	<i>Tues</i>

*It is essential that the correct dilution of bactericidal detergent is used. Always refer to the manufacturer's instructions.

Monitoring

Once you have developed your Cleaning Schedule, you must then monitor its use.

Corrective Action

If you find that your Cleaning Schedule is not being followed, you must make a record of the problem you have identified and the action you have taken to correct it. This information can be entered in the **Weekly Record**.

The training given in Cleaning should be recorded on the training record. An example of a training record can be found in the **Training House Rules** sub-section of this manual.

It is required that all records of monitoring and any corrective action(s) taken be kept for an appropriate period of time, to demonstrate that your HACCP based system is working effectively.

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 staff.

CLEANING HOUSE RULES This is an example of a **CLEANING SCHEDULE**

Start date:

Items and Areas to be Cleaned	Frequency of Cleaning	Method of Cleaning (including dilution of chemical required)	Monitor and Record (Signed by the person responsible for the cleaning)							
			M	T	W	T	F	S	S	
Food Contact Surfaces Worktops, work-tables, chopping boards, sinks... Hand contact surfaces e.g. taps	After each use	Remove food debris. Clean with hot water and detergent. Use food safe disinfectant spray after cleaning work surfaces.								
Food Contact Equipment Containers, pots and pans, knives, serving utensils...	After each use	Remove food debris. Clean with hot water and the correct amount of a bactericidal detergent in first sink and rinse with clean hot water in second sink. Do not immerse knives in the sink.								
Non Food Contact Areas/Items e.g. walls, floors, ceilings, windows, shelves, cupboards... Waste Bins	When necessary Daily	Remove loose debris, wipe/wash using hot water and detergent. Clean with hot water and detergent.								
Food Storage Equipment e.g. refrigerators, freezers, display cabinets	When necessary	Remove loose debris, wipe/wash using hot water and detergent.								
Occasional Supervisory checks (not required every day)										

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