[COMPANY LOGO]

Sweeping & Mopping Procedure

Last Updated: 22/01/2024

Employee Responsible: Kitchen Cooks

Purpose:

To outline the steps in properly sweeping and mopping any floor surface on the worksite.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

Procedure

1. Use the sweeping broom to sweep any debris from under all counters, coolers, and kitchen equipment into the center of the isle
2. For larger surface areas, use the push broom to sweep all debris into a pile
3. For smaller surface areas, use the sweeping broom to sweep all debris into a pile
4. Set up a dust pan next to the debris pile and use the sweeping broom to sweep all debris into the pan
5. Empty the dust pan of debris into a trash bin and ensure all debris has been emptied from the pan by tapping it against the inside of the trash bin
6. Fill up the mop bucket ½ way full with hot floor cleaner solution from the 3-compartment sink floor cleaner liquid hose
7. Place the mop head end of the mop into the mop bucket and soak for at least 5 seconds
8. Twist the mop head end of the mop into the strainer section of the bucket and strain ½ of the water out by pressing the straining lever against the damp mop head
9. Guide the mop head back and forth while walking backwards and applying pressure to the floor's surface
10. Repeat step 7-9 across the entire surface area of the floor to ensure that each corner and crevice has been thoroughly cleaned
11. Empty the dirty mop bucket water into the mop sink
12. Rinse the mop head under hot running water in the mop sink thoroughly until the water runs clear
13. Return all sweeping and mopping equipment back to their designated storage areas

Monitoring

The kitchen supervisor will ensure that all procedure steps outlined on this document are executed properly each time an employee is appointed the task of sweeping or mopping a designated floor surface. The kitchen supervisor will inspect the floor area after it has been swept and mopped to ensure that the employee has successfully cleaned the floors to company standards.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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