[COMPANY LOGO]

# Weekly Equipment Cleaning Procedure

**Last Updated:** 22/01/2024

**Employee Responsible:** Dishwasher + Kitchen Cooks

## Purpose:

To outline the steps in successfully cleaning all pieces of large kitchen equipment on a weekly basis.

## 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.

Weekly Cleaning Procedure Outline:

1. Deep Fryer
2. Pressure Fryer
3. Gas Grill
4. Flat Top Grill
5. Combination Oven
6. Reach-in Cooler/Freezer
7. Walk-in Cooler/Freezer
8. Preparation Table Cooling Unit
9. Stand-up Food Warmer
10. Stainless Steel Table
11. Shelving Unit
12. Electric Smoker
13. Steam Jacketed Kettle
14. Hood Ventilation System
15. Stove Range
16. Behind Cooking Equipment

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# 1. Deep Fryer

**Procedure:**

1. Switch off the deep fryer machine
2. Open the bottom door cover
3. Attach the drain hose to the drain pipe and place a large stainless steel stock pot at the end of the drain hose to catch the oil
4. Slowly drain the oil into the pot until all of the oil has been drained out completely (Use 2 pots if necessary)
5. After the oil has drained, use a small stainless steel saucepan to scoop oil back into the fryer, and use the drain poker to guide any debris found at the bottom of the fryer towards the drain pipe
6. Carefully transport the pot to the back entrance of the kitchen to cool
7. Once the oil has cooled, carefully pour the oil into the "Used Oil Container" located near the back entrance of the kitchen
8. Take the deep fryer baskets, basket hanger, and steel rack to the dishwashing station to be cleaned
9. Lock the drain valve to ensure that no water will escape
10. Fill the oil compartment of the fryer with clean tap water until the water level has reached just below the minimum fill line
11. Place a scoop of the fryer cleaning powder solution into the water mixture,and turn the fryer temperature to 180 C
12. Use the L-Brush to scrub all surfaces of the interior of the fryer until completely clean
13. Once the water has com up to a boil, switch off the fryer for 5 seconds, and repeat this step 3 times
14. Place a large stock pot underneath the drain pipe and slowly drain the hot liquid into the pot
15. Use the drain poker to guide any debris towards the drain as the liquid is draining
16. Discard the hot water in the mop sink

17. Follow the "Food Contact Surface Cleaning Procedure" to wipe all surfaces of the fryer until clear
18. Place the large stock pot back underneath the drain pipe and use clean tap water to rinse the entire interior of the deep fryer oil compartment
19. Rinse the interior of the fryer at least 3 times or until thoroughly clean of any cleaning liquids and debris
20. Allow the interior to drain and dry for about 20 minutes or until completely dry
21. Shut the drain valve of the fryer and refill the fryer oil compartment until the minimum oil limit line
22. Wipe down all fryer surfaces with a sanitized kitchen rag
23. Return the basket hanger, wire rack, and fryer baskets to the fryer machine
24. Switch the deep fryer on

## 2. Pressure Fryer

**Procedure:**

1. Switch off the fryer
2. Ensure the drain pan insert is lined up directly underneath the drain pipe
3. Ensure the drain filter is attached to the drain pan
4. Remove the fryer basket and set aside
5. Drain the oil into the drain pan while swirling the oil using the L-Shaped brush to ensure all debris flushes down into the drain pan
6. After the oil has drained, use a small stainless steel saucepan to scoop oil back into the fryer, and use the drain poker to guide any debris found at the bottom of the fryer towards the drain pipe
7. Carefully transport the pot to the back entrance of the kitchen to cool

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8. Once the oil has cooled, carefully pour the oil into the "Used Oil Container" located near the back entrance of the kitchen
9. Take all removable fryer compartments to the dishwashing station to be cleaned (Leave the fryer basket in the oil compartment)
10. Lock the drain valve to ensure that no water will escape
11. Fill the inside of the main pressure fryer oil compartment with clean hot tap water
12. Add in a scoop of fryer cleaner and swirl to combine using the brush
13. Switch the fryer on
14. Set the fryer to the "Clean-Out" mode and allow the interior of the fryer to clean itself
15. Follow the "Food Contact Surface Cleaning Procedure" to wipe all outside surfaces of the fryer
16. Once the clean out mode has completed, remove the fryer basket from the fryer and take it to the dishwashing station to be cleaned and sanitized
17. Use the brush to clean the entire interior of the oil compartment, the inside of the lid, and the top table of the fryer
18. Ensure the condensation pan is attached to the fryer
19. Use a small saucepan to scoop 3 cups of the hot cleaning solution from the oil compartment to the steam stack
20. Drain the hot cleaning solution from the oil compartment into the drain pan (Watch to ensure that the drain pan does not overflow as this may take two pan loads to completely drain the solution)
21. Carefully discard the solution from the drain pan into the mop sink
22. Shut the drain valve and fill the oil compartment ½ way full of hot tap water
23. Use the brush to scrub the water along the interior walls and lid of the oil compartment
24. Drain the rinsing water

25. Pour clean hot tap water into the steam stack to rinse
26. Detach, clean the condensation pan in the dishwashing station, and re-attach to the fryer unit
27. Use a clean dry towel to completely wipe down and dry the interior walls and lid of the oil compartment
28. Follow the "Food Contact Surface Cleaning Procedure" to wipe the entire drain pan and lid
29. Re-attach all removable fryer compartments back to the fryer unit
30. Fill the fryer oil compartment with fryer oil to the recommended oil level line

## 3. Gas Grill

**Procedure:**

1. Turn all grill knobs to high flame and allow to heat up for 2 minutes
2. Use the grill brush to scrape all of the grates well to remove debris
3. Switch the grill flame knobs off
4. Use dry kitchen rags to transport the grill grates into the first sink of the 3-compartment sink
5. Allow the grill grates to soak for at least 10 minutes before following the standard 3-compartment dishwashing procedure for the grill grates
6. Follow the "Food Contact Surface Cleaning Procedure" to wipe all surfaces of the grill

## 4.Flat Top Grill

**Procedure:**

1. Follow the "Food Contact Surface Cleaning Procedure" to thoroughly clean all outside surfaces of the grill
2. Remove all removable components and thoroughly wash in the 3 compartment sink
3. Return all removable components back to the flat top grill and ensure all parts are attached properly

## 5.Combination Oven

**Procedure:**

1. Switch the oven off
2. Remove all oven racks from inside the oven and take to the dishwashing station to be cleaned
3. Remove any debris from inside the oven and discard
4. Open up the left-hand side rack completely
5. On the combination oven's digital control panel, select the "Clean Jet" icon
6. Place 1 combination oven detergent pod in the insert found in the left-hand side fan basket
7. Open the blue drawer located on the bottom center of the oven
8. Remove the contents of 1 blue care packet and place the tablets into the blue drawer before securing the drawer shut
9. Close the side rack and ensure that it has been locked back into place
10. Shut the door and the machine will automatically begin the self wash/dry procedure
11. Follow the "Food Contact Surface Cleaning Procedure" to wipe the all outside surfaces of the oven

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12. Once the interior oven racks have been cleaned by the dishwasher, retrieve from the dishwashing station and place the racks on top of the oven

## 6. Reach-in Cooler/Freezer

**Procedure:**

1. Remove all food containers/pans and place onto a clean bus cart
2. Place the bus cart in the walk-in cooler for cooler items, and in the walk-in freezer for freezer items
3. Switch the unit off and remove the cord from the electrical outlet
4. Take all sheet trays and racks to the dishwashing station to be cleaned
5. Follow the "Food Contact Surface Cleaning Procedure" to wipe the all inside and outside surfaces of the cooler/freezer
6. Return the cord back into the electrical outlet and switch the cooler/freezer back on
7. Return the racks and sheet trays to their designated locations in the cooler/freezer
8. Once the cooler/freezer has reached the safe storing temperature zone, bring the bus cart from out of the walk-in cooler/freezer and place next to the unit which has been cleaned
9. Return all containers/pans to their designated locations in the storage unit
10. Shut the cooler/freezer door and return the bus cart to its designated storage area

## 7. Walk-in Cooler/Freezer

**Procedure:**

1. Inspect all shelving unit shelves and use a clean sanitized kitchen rag to wipe down visibly unclean areas of all shelving units
2. Use a sanitized kitchen rag to wipe down the door handle thoroughly
3. Follow the "Food Contact Surface Cleaning Procedure" to wipe the outside door of the cooler/freezer
4. For the freezer: Sweep and collect debris from the entire interior floor surface including under all shelving units
5. For the cooler: Sweep and collect debris from the entire interior floor surface including under all shelving units, and then wet mop the entire floor surface using hot soapy water

## 8. Preparation Table Cooling Unit

**Procedure:**

1. Remove all pans from the cooling unit and place onto a bus cart in the same order as they have been stored in the cooling unit
2. Store the buscart in the walk-in cooler until the cooler cleaning procedure has been completed
3. Take all pan dividing bars to the dishwashing station to be cleaned
4. Follow the "Food Contact Surface Cleaning Procedure" to wipe all surfaces of the top pan holding section
5. Remove the top drawers of the cooling unit and follow the "Food Contact Surface Cleaning Procedure" to clean the drawers on top of a stainless steel table
6. Follow the "Food Contact Surface Cleaning Procedure" to clean inside of the cooling unit where the top drawers are held
7. Reattach the drawers back into the cooling unit
8. Repeat steps 5-7 for the bottom drawers

9. Retrieve the pan dividers from the dishwashing station and place them back in their designated areas in the cooler
10. Place all food pans back into their designated storage areas in the cooler

## 9. Stand-up Food Warmer

**Procedure:**

1. Remove all food pans from the inside of the warmer
2. Switch the warmer off
3. Remove any debris from inside the warmer and discard
4. Remove all pans holders from inside of the warmer and take to the dishwashing station to be cleaned
5. Follow the "Food Contact Surface Cleaning Procedure" to wipe all inside and outside surfaces of the warmer
6. Return the pan dividers to the warmer and leave the warmer doors open to allow the unit to air dry

## 10. Stainless Steel Table

**Procedure:**

1. Remove all items from the surface both levels of the stainless steel table and place on a clean bus cart
2. Follow the "Food Contact Surface Cleaning Procedure" to wipe all surfaces of the table
3. Return the items back onto the clean table in the exact areas they were found prior to cleaning

## 11. Shelving Unit

**Procedure:**

1. Remove all items from the surface all shelf levels of the shelving unit and place on a clean bus cart

2. Follow the "Food Contact Surface Cleaning Procedure" to clean all surfaces of the shelving unit
3. Return the items back onto the clean shelving unit in the exact areas they were found prior to cleaning

## 12. Electric Smoker

**Procedure:**

1. Take all racks and all other removable components from the inside of the smoker to the 3-compartment sink to be soaked, scrubbed, rinsed, sanitized, and dried
2. Follow the "Food Contact Surface Cleaning Procedure" to thoroughly clean all inside and outside surfaces of the smoker
3. Return all washed removable components to the electric smoker
4. Leave the smoker door open for at least 1 hour or until it has completely air dried

## 13. Steam Jacketed Kettle

**Procedure:**

1. Follow the "Food Contact Surface Cleaning Procedure" to thoroughly clean the base and all outside surfaces of the kettle
2. Remove all removable components and thoroughly wash in the 3 compartment sink
3. Return all removable components back to the kettle and ensure all parts are attached properly

## 14. Hood Ventilation System

**Procedure:**

1. Ensure all cooking equipment has been switched off for at least 1 hour
2. Cover the kitchen equipment with a large tarp to ensure all food contact surfaces are completely unreachable of any cleaning chemicals
3. Switch off the hood ventilation power
4. Set up the step ladder in front of the hot line cooking equipment to reach the ventilation system
5. Remove each ventilation filter and wash each filter plate individually using the “3-Compartment Sink Washing“ procedure
6. Spray degreaser on all inside and outside surfaces of the hood ventilation system
7. Follow the “Food Contact Surface Cleaning Procedure“ to thoroughly scrub/clean all inside and outside surfaces of the hood exhaust system
8. Once the hood exhaust system has been completely cleaned and dried, remove the tarp from over the kitchen equipment and send it to the dishwashing station to be cleaned
9. Reattach the clean/dry hood ventilation filters to the hood exhaust system
10. Return the ladder to the storage area
11. Switch the hood ventilation system on to ensure the hood ventilation works

## 15. Stove Range (with oven)

**Procedure:**

1. Switch the range oven off
2. Carefully remove all range grates, drip pans, oven racks, other removable compliments of the range, and soak in the soap water sink of the 3-compartment sink for at least 30 minutes

3. Remove all pans from the pan shelf and place onto a bus cart
4. Follow the "Food Contact Surface Cleaning Procedure" to thoroughly clean between the stove grates, the inside/outside of the oven door, entire interior of the oven, and all outside surfaces of the machine
5. Scrub, rinse, and sanitize all removable oven components in the 3 compartment sink
6. Return all removable oven components to the proper area of the machine
7. Line the drip pans with foil and return the pan back into the pan insert
8. Relight all pilot lights and ensure all stove burners are functioning properly

## 16. Behind Cooking Equipment

**Procedure:**

1. Carefully pull all kitchen equipment forward from against the wall, allowing a ½ meter between the wall and back of the equipment (Have a fellow employee help during the equipment move process)
2. Spray degreaser spray to cover the entire wall behind the equipment + the back of each piece of cooking equipment
3. Follow the "Food Contact Surface Cleaning Procedure" to thoroughly clean all sprayed surfaces thoroughly
4. Follow the "Sweeping/Mopping Procedure" to remove all debris and clean the floors behind/between the cooking equipment
5. Neatly return all equipment back against the wall exactly as they were places before the cleaning process

## Monitoring

The kitchen supervisor will ensure that all equipment in the kitchen is at a clean state (according to company standards) during all operational hours. The kitchen supervisor will monitor all cleaning procedures to ensure that the employee is completing each task correctly. The supervisor will check each weekly cleaning task once it has been completed prior to approving the task with his initials on the weekly cleaning checklist.

## SIGNATURES

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

| Staff Member Name | Signature | Date |
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