FACILITY NAME: __________________________________________________

ADDRESS: ______________________________________________________

PHONE NUMBER: _______________________

This plan outlines how you clean and sanitize your restaurant - all of the equipment and utensils; the procedures for all detergents/chemicals in use; as well as any pesticide and storage.

It is important to understand the difference between clean and sanitize.

To clean means to remove dirt or soil, such as food or grease.

To sanitize means to kill the disease causing organisms on utensils, equipment and work surfaces after a cleaning process has occurred.

OVERALL PREMISES CLEANING AND SANITIZING PROGRAM

Indicate how the floors and walls are cleaned and how often: ______________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Grease trap: ___________________________________________________________________________

Waste disposal: _________________________________________________________________________

Outside maintenance, including grease disposal: _______________________________________________

____________________________________________________________________________________

Washrooms: _________________________________________________________________________

EQUIPMENT

Please circle the equipment used and describe how it is cleaned, sanitized, and maintained.

walk-in cooler  walk-in freezer  fridge  freezer  stove
convection oven  salamander grill  griddle  wok  stove
vent hood  salad bar  ice cream machine  milk shake machine
slicer  other:

Cleaning/sanitizing procedures:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
KITCHEN UTENSILS AND TABLEWARE

Please circle the method(s) of dishwashing and sanitizing used.

- high temperature dishwasher
- low temperature dishwasher
- glasswasher
- three compartment sink

Describe how you will clean and sanitize the cooking utensils and the tableware:

______________________________________________________________________
______________________________________________________________________

CLEANING AND SANITIZING AGENTS

Please name the detergents and sanitizers in use; indicate the quantity/concentration used, and if test strips are available for staff. 

Note: sanitizers must contain one of the following: chlorine, iodine, or quaternary ammonium.

1. _________________________________________________________________________________
2. _________________________________________________________________________________
3. _________________________________________________________________________________
4. _________________________________________________________________________________

PESTICIDES

Professional pest control operators should be consulted at least yearly for an assessment. Sometimes, small amounts of pesticides can be used carefully and by following all directions on the label. All pesticides must be stored in a locked cabinet away from any food.

Please describe what pesticides are used and how they are stored:

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

HANDWASHING

Proper handwashing prevents the spread of disease causing organisms from being transmitted from a person’s hand to food, co-workers, or customers.

The appropriate length of time for proper handwashing is 20 seconds using liquid soap and paper towels.

Please circle the handwashing facilities available.

- designated handbasin(s) in food prep area
- designated handbasin(s) in food service area
- hand sanitizer available
- gloves used
- separate staff washroom
- shared public/staff washroom

SIGNED: _____________________________  DATE: ____________________