



Cleaning and Sanitation

IT07

Rev. 0
10/11/20XX

Responsible Sector
Hotel Manager

Approval
Quality Manager

CONTROL OF REVISIONS

Initial emission: 10/11/20XX

Detailing the activities:

OBS: The alcohol 70° must be changed daily, therefore, it should be diluted in the container as little as possible in order to avoid waste.

1 – Cleaning of floors

Cleaning the floors must ensure that infection does not spread. Daily it should be swept with a damp cloth, to avoid the spread of dust particles. After sweeping, it should be washed with a detergent solution, rinsed with clean water. After drying, a clean cloth with bleach should be allowed to dry naturally.

2 – Cleaning of walls, ceilings, furnitures and equipments

The walls should be cleaned weekly with soap and water, and afterwards, bleach. Never mix cleaning products so that they do not lose their active power.

The surfaces of furniture and equipment after activities should be washed with soap and water.

The cleaning of meat and vegetable boards must follow the systematic: Soak in bleach for approximately 30 minutes, wash in running water and wipe with a 70° alcohol cloth.

3 – Cleaning of sinks

The interior of the sinks must be free of moisture and, whenever necessary, can be cleaned with liquid scouring, eliminating all residues at the end. Wash the faucets inside the sink, and then around them. After washing, dry the sinks with a clean cloth, rub them with 70% alcohol, allowing them to dry naturally. Sinks should always be kept dry. Do not use sapolium in utensils.

4 – Cleaning of the restrooms

The utensils (taps, soap holder, etc.) must be washed with 70° alcohol daily.

Used and discarded papers must be removed from the trash daily.

The walls are washed once a month with sanitizer, and the floor once a week with water and detergent, and after drying, a clean cloth with a sanitizing solution (bleach, or similar) is left, leaving dry naturally.

Disinfectant is used in the toilet daily;

5 – Handling of trash

Kitchen, Restaurant and Bathroom Waste:

It must be packed in regular garbage bags and placed separately in the normal collection bin.

Cooks should handle the garbage only at the end of the working day.

Expired Products:

They must be stored in regular garbage bags and deposited in the normal collection bin. In order to avoid expiration, pack the products by expiration date (first of first expires).

6 – Shelves

The shelves (kitchen and storage) should be cleaned weekly with a damp cloth dipped in soapy water or 70% alcohol, drying immediately afterwards with a clean cloth.

7 – Control of supplied water

The potability of the water used in the premises of the food production and in general must be monitored annually. Keep records

8 – Hygiene and health of manipulators

Cooks must wear aprons, burrows, short nails without enamel and have no skin conditions, wounds, symptoms of respiratory and gastrointestinal disorders, do not wear earrings, makeup, perfumes, wear closed shoes. Check with health card issued annually.

9 – Control of vectors and plagues

Annually the companies registered in the health surveillance to perform the health service must be hired accompanying all employees. Keep records.

10 – Utensils

The utensils used in the kitchen cannot be made of wood in order to guarantee the maximum bacteriological control.